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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

ADMINISTRATIVE TECHNICIAN–NPS DEPARTMENT (Full time - permanent)

Under the supervision of the NPS Deputy Chief of Administration, the Administrative Technician is primarily responsible for:

- performing various secretarial duties such as typing, filing, faxing, ordering office supplies, making photocopies, etc.;
- processing, distributing and forwarding all pertinent information, correspondences and mail;
- enter information in the computerized police system and ensure the information is kept up to date;
- keep the filing system up to date;
- answering the telephone and taking messages;
- greeting people and directing them toward the qualified authority;
- collecting timesheets and other forms such as Purchase orders, Requisition forms, contracts, leases, petty cash requests, and following procedures for distribution of documents and data entry;
- any other tasks requested by the supervisor.

The selected candidate must:

- have a vocational diploma in secretarial duties, although exceptional work experience will also be considered;
- have a minimum of two-years relevant experience;
- be able to communicate orally and in writing in at least two languages: Inuktitut-English, Inuktitut-French;
- possess typing skills (familiarity with various software packages and office equipment is a definite asset);
- be reliable, dependable, autonomous and possess strong organizational skills. References will be requested.
- take an oath of secrecy
- be of good moral character.

Place of work: Inukjuak
Salary: \$35 908 (minimum) – \$58 193(maximum) annually (Class 5).
Benefits*: Cost of living differential: \$10 033 annually (minimum);
Food allowance: \$4 688.32 annually (minimum);
Annual leave trips: maximum of 3 per person annually;
Group benefits including Simplified Pension Plan;
Vacation: 20 days;
Statutory holidays: 19 days, including 10 days at Christmas.

Please send your application before **5:00 p.m., January 11th, 2023** to:

Kativik Regional Government
P.O. Box 9
Kuujuaq (Québec)
J0M 1C0
HR@nunavikpolice.ca
Fax: 819-964-2975

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates. Only candidates selected for an interview will be contacted.