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

EMPLOYMENT OPPORTUNITY

The Kativik Regional Government (KRG) is a supramunicipal organization with jurisdiction over the territory of Quebec located north of the 55th parallel. The Nunavik Police Service (NPS) is the regional police service in Nunavik. The NPS is looking for:

ADMINISTRATIVE TECHNICIAN - COURT LIAISON (Permanent, full-time)

Under the supervision of the NPS Captain, the Administrative Technician – Court Liaison is responsible for the following duties:

- Support the day-to-day administrative operations of the office.
- Perform general office duties such as preparing documents, filing, scanning and photocopying.
- Serve as a primary point of contact.
- Process and distribute incoming and outgoing mail, emails, and internal correspondence.
- Enter and update information in the police records system, ensuring accuracy and confidentiality.
- Conduct Criminal Record Checks through police databases.
- Update electronic records.
- Collaborate with the Court Liaison Officer.
- Maintain organized and up-to-date digital and physical filing systems.
- Answer phone calls, receive messages, and direct calls to the appropriate person.
- Greet and guide visitors to the appropriate staff or department.
- Collect and verify forms and documentation.
- Perform other related tasks as assigned.

Qualifications:

- High school diploma.
- Diploma in Secretarial or Administrative studies will be considered an asset.
- Minimum of two (2) years of experience in an administrative support role or other relevant experience.

Skills:

- Strong communication and interpersonal skills.
- Written and spoken working knowledge of at least two (2) of the following languages: Inuktitut, English, and French.
- Good working knowledge of computer applications.
- Ability to work independently with excellent organizational skills.



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- Place of work:** Kuujjuaq
- Salary:** Minimum: \$40,906.32 per year – maximum: \$66,291.68 per year (Class 5)
- Schedule:** Monday to Friday, 9 a.m. to 5 p.m.
- Other benefits:** Cost of living differential: minimum \$8 500 annually
Food allowance: minimum \$4 216 annually
Annual leave trips: minimum 3 annually
Simplified Pension Plan: 6,25% employer, 4% employee;
Group insurance;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.

Please forward your resume to: HR@nunavikpolice.ca

The KRG and NPS are equal-opportunity employers. In accordance with the James Bay and Northern Québec Agreement, we may implement specific measures to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.