



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking a candidate with strong professional and highly motivated to work in Kuujjuaq in the capacity of:

NUNAVIK POLICE SERVICE

EXECUTIVE ADMINISTRATIVE COORDINATOR

(PERMANENT, FULL-TIME POSITION)

Under the supervision of the Chief of the Nunavik Police Service, the NPS Executive Administrative Coordinator supports Senior Management through the effective management of schedules, communications, and document creation. The role involves coordinating logistics related to meetings and travel, acting as a key liaison among various internal and external partners, and contributing to the management of sensitive situations and confidential public safety information, requiring discretion and responsiveness. The incumbent ensures compliance with directives and procedures; travels as required to accompany senior management and participates in the continuous improvement of administrative processes.

Key Responsibilities

- Manage the Chief's schedule, emails, phone calls, appointments, and internal and external communications
- Prepare, review, and manage documents, briefing notes, agendas, minutes, and presentations
- Coordinate the logistics of meetings, committees, travel, and official events, including transportation and accommodation arrangements
- Support Senior Management in handling urgent or sensitive situations, including the smooth flow of information under time constraints
- Handle, organize, and transmit confidential or protected public safety information, including sensitive operational data
- Act as a liaison between stakeholders, including police services, government departments, intervention units, and municipal partners
- Travel, upon request, to accompany Senior Management to meetings, events, conferences, and other activities
- Ensure the application of regulations, directives, policies, procedures, and administrative measures within the Police Service

