



Administrator

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:

HUMAN RESOURCES ADMINISTRATOR – NUNAVIK POLICE SERVICE

(PERMANENT FULL-TIME)

Reporting to the Director of Human Resources and working in collaboration with the Human Resources Advisors, the Human Resources Administrator is responsible for maintaining and updating employee files and for assisting employees with all matters related to pension, benefits, as well as any other human resources-related issues. The Human Resources Administrator will be responsible for, but not limited to, the following:

SPECIFIC DUTIES:

- Assist Human Resources Advisors with the staffing and onboarding processes.
- Create and update employee files.
- Ensure the human resources database (HRIS) reflects current and accurate information, verify and update data as needed.
- Record employee information, such as hiring, transfers, resignations, etc.
- Complete, verify, and process forms and documentation related to the administration of benefits such as pension plans, group insurance, workers' compensation, unemployment insurance, etc.
- Complete all relevant forms for employees taking leave (maternity, paternity, and other types of leave)
- Update organizational charts.
- Prepare and submit statistics and reports.
- Transmit any information or lists as required by applicable collective agreements.
- Input data in the Travel Management System (TMS).
- Process disability claims.
- Distribute job postings within KRG (NPS) and on different platforms and specialized websites.
- Review, sort, and manage departmental emails.
- Schedule interviews with hiring managers.
- Assist with coordinating career fairs.
- Create purchasing requisitions and process payments.
- Perform any other duties as required.

QUALIFICATIONS:

- A minimum of five (5) years of relevant administrative work experience **or** a diploma in a field related to the position. An equivalent combination of education and/or experience will be considered.
- Strong organizational and problem-solving skills.
- Solid and practical computer skills, including Microsoft Suite.
- Knowledge of Dayforce is considered an asset;
- Experience working with an HRIS (ICO) is an asset.
- Good oral and written communication skills in at least two (2) of the following languages: Inuktitut, English, and French.

Place of work: Kuujuaq, Quebec

Salary: Minimum: \$85,106.84, Maximum: \$117,009.62

Benefits*:

- Cost of living differential: \$8500.40/year
- Food allowance: Minimum of \$4398.35/year
- Annual leave trips: Maximum of 3 per person annually
- RRSP, Group Insurance,
- Vacation: 30 days
- Statutory Holidays: 20 days, including 10 during the Christmas holidays



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Human Resources
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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.