



JOB OPPORTUNITY

The **Kativik Regional Government (KRG)** is a supra-municipal organization with jurisdiction over the territory of Quebec located north of the 55th parallel. The KRG is currently seeking to recruit an autonomous and professional individual to work in the capacity of:

HUMAN RESOURCES ADVISOR - NPS (Permanent - Full-time position)

The successful candidate must be willing to relocate to Kuujuaq

Reporting to the Director, Human Resources, the Human Resources (HR) Advisor is responsible for partnering with management staff to assist and advise on all human resources aspects, such as recruitment and onboarding of new employees, payroll, disciplinary matters, and labour relations issues. The HR Advisor is also responsible for responding to employee inquiries on human resources issues. More specifically, the HR Advisor will:

- Assist and advise all employees in matters related to human resources, the interpretation and application of collective agreements, and management working conditions, policies, and procedures;
- Provide guidance to managers and employees on employee relations and workplace issues;
- Manage STD and LTD claims and work injuries (CNESST);
- Manage the recruitment cycle, including: Hiring Requisition Form (HRF), evaluating candidates, as well as the onboarding of newly hired employees, and follow up during the probation period;
- Maintain and update employee files and produce reports and statistics, as required;
- Manage all aspects of employee files such as: payroll, benefits, Pension Plan, Workmen's compensation, unemployment insurance, etc.;
- Review and update job descriptions, proceed with job evaluation, and assist and advise on issues related to pay equity as well as internal equity;
- Contribute to the negotiation of various collective agreements and individual agreements;
- Ensure all applicable laws and regulations are respected;
- Plan and attend career fairs ;
- Contribute to various HR Projects
- Perform other related duties as required.

REQUIREMENTS:

- University degree in a related field (relevant work experience will also be considered);
- Minimum of five (5) years of relevant experience and be a member in good standing of a recognized Human Resources professional organization (CHRP, HRP, CRIA, CRHA) (relevant work experience will also be considered);
- Experience in a unionized or municipal environment will be considered an asset;
- Ability to work on multiple projects and meet tight deadlines;
- Recognized interpersonal and communication skills, both oral and written;
- Strong planning, organizational, and conflict resolution skills;
- Working knowledge of the Microsoft Office Suite;
- Be able to communicate orally and in writing in two (2) of the following languages: English, French, and Inuktitut.
- Frequent travel to the south to attend career fairs and meetings, such as in-person interviews;

Place of work: Kuujuaq, Quebec
Salary: Min \$89,855 – Max \$123,554
Benefits: Cost of living differential: Minimum of \$8 500 / year
Food allowance: Minimum of \$4,217 / year
Annual leave trips: maximum of 3 per person annually;
RRSP/SPP
Group Insurance
Vacation: 30 days
Statutory Holidays: 20 days, including 10 during the Christmas holidays

