

# Administrative Technician



<b>STATUS</b>	Permanent / Full time (35hrs wkly)
<b>DEPARTMENT</b>	Client Services
<b>DIRECT SUPERVISOR</b>	Assistant Director - Client Services
<b>LOCATION</b>	Kuuujuaq
<b>STARTING DATE</b>	To be determined
<b>POSTING END DATE</b>	March 14, 2023, 5pm

The Kativik Municipal Housing Bureau (KMHB) provides comfortable, safe and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable and safe communities.

## FUNCTION & RESPONSABILITIES

Under the supervision of the Assistant Director of Client Services, the Administrative Technician assists in all activities related to the administration of Client Services Department and with the tenants of KMHB. i.e. Answering phone calls and providing information, receiving and entering applications, maintain the filing up to date, etc.

## QUALIFICATIONS

- Secondary V diploma or pertinent experience in replacement of diploma
- Two (2) years of experience ideally related to Clients Services department or activities

## REQUIREMENTS

- Ability to work in two of the three languages of the region (Inuktitut, English or French)
- Knowledge of Microsoft Office Suites (Word, Excel, Outlook)

## SKILLS & COMPETENCIES

- A great sense of client services
- Strong communication skills
- Ability for team work
- Reliable and punctual
- High concern for confidentiality
- Capacity to organize and prioritize

## SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, Cargo, flight tickets, cost of living deferential benefit and interesting working conditions. The minimum starting salary is \$27.61 and could be more based on the evaluation of experiences related.

**JOIN OUR TEAM!**  
**SEND YOUR RESUME TO:**

[HR@omhkativikmhb.qc.ca](mailto:HR@omhkativikmhb.qc.ca)

**Human Resources – KMHB**  
P.O. box 1200 - Kuuujuaq, QC J0M 1C0  
☎(819) 964-2000 Ext: 281