

Pivallianiq Agent



STATUS	Permanent / Full time (35 hrs wkly)
DEPARTMENT	Client Services
DIRECT SUPERVISOR	Assistant Director – Client Services
LOCATION	Salluit
STARTING DATE	To be determined
POSTING END DATE	April 21st, 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 Pivallianiq program manager, the Pivallianiq Agent provides assistance to tenants by raising their awareness on the importance of maintaining their housing units in good condition and adopting safe and healthy habits in and around their homes. They uphold the organization's mission, goals, and values; and are able to work in a team. If no other resource is available, the Pivallianiq Agent provides assistance in all activities related to the administration of Client Services with the tenants of KMHB.

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, French or English)
- Knowledge of Microsoft Office Suites (Word, Excel, Outlook)
- Willing to travel for training or meetings

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 to respect deadline

SALARY / BENEFITS

KMHB offers a competitive salary, northern benefits and interesting working conditions. The minimum starting salary is \$25.91 and could be more based on the evaluation of experiences related.

JOIN OUR TEAM!

SEND YOUR RESUME TO:

HR@omhkativikmhb.qc.ca

Human Resources – KMHB

P.O. box 1200 - Kuujuaq, QC J0M 1C0

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