



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supramunicipal body with jurisdiction over the territory of Québec located north of the 55th parallel, is looking for a person with demonstrated leadership capabilities and strong analytical skills to work in the capacity of:

**ADMINISTRATIVE COORDINATOR
RENEWABLE RESOURCES, ENVIRONMENTAL AND LAND USE PLANNING
DEPARTMENT
(PERMANENT, FULL-TIME POSITION)**

Reporting to the Director of the Renewable Resources, Environmental and Land Use Planning Department, the Administrative Coordinator will supervise the Administration Technicians and be responsible for the planning, organization, development, and management of the Department's administrative and technical support, including administrative, financial, and operational functions and activities. Specific duties shall include, but not be limited to:

- Assist, advise and report regularly to the Director of the Department on all matters relating to administrative and technical support functions, logistics and activities;
- Provide administrative and technical oversight in the planning, development, implementation, and evaluation of administrative, financial, and operating procedures within the Department;
- Plan, coordinate, supervise and control the work of the Administration Technicians in ensuring that the Department's administrative and technical tasks and needs, including the researching, compilation and verification of information are fulfilled in a timely and professional manner;
- Ensure that the Department's administrative and technical files are complete, up-to-date, and readily accessible;
- Ensure the follow-up of department budgets, analyze, and verify budget variance reports as required;
- Follow through on all administrative aspects associated with funding agreements and service contracts;
- Maintain professional contacts with the Administration, Finance, and Legal and Municipal Management Departments and various levels of management within the department to identify and address operational, administrative, and financial issues affecting the department's mandate and operations;
- Perform other related duties, as required by the Department Director.

Required qualifications:

- A diploma in a field related to the position or a minimum of five (5) years of relevant administrative work experience;
- Demonstrated ability to manage staff;
- Strong interpersonal organizational, analytical, and problem-solving skills;
- Solid and practical computer skills (Macintosh environment);
- Excellent communication and writing skills in two of the following languages: English, French and Inuktitut (being trilingual will be considered an asset).

Place of work: Kuujuaq, Québec

Salary: Minimum: \$66,794-Maximum: \$91,842

Benefits: Cost-of-living differential: minimum of \$8 500 annually;

Food allowance: minimum of \$3 707 annually;

Annual leave trips: Maximum 3 trips per person annually;

Pension Plan;

Group insurance plan;

Vacation: 30 days annually;

Statutory holidays: 20 days including 10 days during the Christmas period.

Please submit your résumé to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.ca