

JOB OFFER

Inuit Employment and Training Officer

This position is reserved for Nunavik Inuit Beneficiary

PERMANENT POSITION	POSITION TO FILL 1	Code RH22-17
Work location is in Nunavik	DEADLINE TO APPLY JUNE 17, 2022	
The normal work schedule is on a rotation of 4 weeks: 2 weeks worked (77 hours per week, 7 days a week) followed by 2 weeks of rest.		

PRIVILEGES & BENEFITS

- A competitive salary including bonuses and a full range of social benefits i.e., insurance, generous pension plan, telemedicine, Employee assistance program (EAP).
- Opportunities for learning and career advancement.
- A work environment known to be Friendly, Devoted and Significant.

RESPONSIBILITIES

Reporting to the Inuit Programs Coordinator, the Inuit Employment and training Officer main responsibilities are:

- Helps the Inuit and the other employees to understand their respective culture, expectations and realities;
- Addresses the important challenge of ensuring the successful outcome of the company's Inuit hiring and training programs, and contributing to the development of the northern communities by playing a more prominent role within the company;
- The incumbent must adhere to the company's philosophy, budgets, policies, procedures, deadlines and programs;
- Gives support and advices to the organization on matters relating to Inuit labor and intercultural relations;
- Supports the Human Resources Department pertaining to work relations involving Inuit employees, Inuit training programs follow ups, Inuit recruitment and routine human resources managerial tasks;
- The incumbent is expected to demonstrate initiative and creativity when new situations develop and must be able to ignore kinship and friendship ties in the conduct of daily management tasks;
- Is responsible for the logistics of the Inuit employees, maintain a good communication with all employees and management;
- May be required to travel to the communities of Nunavik and also to the head office in Montréal;
- Performs other related tasks deemed necessary by their supervisor.

QUALIFICATIONS

- High school diploma or equivalent;
- Work experience in Human Resources is essential;
- Work experience in an administrative role, an asset;
- Strong knowledge of Nunavik administrative and governmental organizations;
- Strong communication skills and interest in developing and maintaining harmonious interpersonal relationships with all employees;
- Strong knowledge in Nunavik communities, residents and Inuit culture;
- Very good listener and leadership;
- Computer knowledge (MS office: Outlook, Word, Excel and PowerPoint);
- Able to communicate orally and written in at least two of the following languages: Inuktitut, English or French (trilingual will be considered an asset).

ASSETS

- Certain predominance towards compliance with health and safety rules and regulations;
- Willingness to work in a northern environment and in a multicultural team;
- Excellent skills in developing and maintaining good interpersonal relationships;
- Attitudes required: dynamic, autonomous, positive, flexible, versatile and strong sense of work organization;
- Ability to work under pressure while maintaining relationships with others.