



POSITION:	EXECUTIVE SECRETARY
DEPARTMENT:	TRAINING AND DEVELOPMENT
COMPETITION NUMBER:	TR/EXSEC1902-02
LOCATION:	KUUJJUAQ
STATUS:	FULL-TIME REGULAR POSITION
STARTING DATE:	FEBRUARY 2019

Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.

FUNCTION & DUTIES:

This employee assists the Assistant Director of Training and Development, the Director of Education Services, and other persons designated by the Assistant Director in the organization and execution of all secretarial duties required for the efficient operation of the service.

- Prepares registration and program applications for teachers, student counselors and administrators in training
- Prepares travel and lodging for teachers travelling for courses
- Maintains filing system with Administration Officer
- Orders course supplies with Administration Officer
- Makes travel arrangements for consultants and instructors if needed
- Organizes meetings and prepares necessary files
- Maintains filing system for the service
- Deals with routine correspondence
- Prepares and organizes course resources to be sent to communities; arranging for transport for resources to communities offering courses
- Supports Teacher Training with basic translation and communications in Inuktitut when needed
- Any other related duty as required by supervisor.

QUALIFICATIONS:

Vocational diploma in secretarial studies or a Secondary school diploma;

The Board may, at its discretion, waive any or all of the afore-mentioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.

REQUIREMENTS:

- Fluent in Inuktitut and either of the Board's other two official languages (French, English);
- At least 4 years executive secretarial experience.
- Training in secretarial duties, computer skills, and filing a strong asset.
- Typing speed of 40 wpm.
- Familiar with the use of word-processing equipment and programs such as excel.
- Occasional travel may be required.

WORK SCHEDULE: Monday to Friday (35 hours per week).

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff: from \$20.58 to \$22.55 an hour depending on qualification and experience.

In addition to salary, you may be eligible for other benefits such as:

- 20 days of annual vacation
- 2 weeks of vacation during Holiday season

and, when applicable, other benefits such as:

- Summer schedule
- Housing
- Northern allowance
- Social trips
- Food cargo

All benefits are prorated based on the percentage of the task.

DEADLINE FOR APPLICATION IS: 4:00 pm, February 18, 2019

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You must indicate TR/EXSEC1902-02 in the subject of the e-mail.

Human Resources
Kativik Ilisarniliriniq

Only those candidates under consideration will be contacted.