



<b>POSITION:</b>	<b>OFFICE AGENT, CLASS I (80 %)/CARETAKER, CLASS II (20%)</b>
<b>DEPARTMENT:</b>	<b>MATERIAL RESOURCES</b>
<b>COMPETITION NUMBER:</b>	<b>AG1TRA1902-01</b>
<b>LOCATION:</b>	<b>MONTREAL</b>
<b>STATUS:</b>	<b>FULL-TIME REGULAR POSITION</b>
<b>STARTING DATE OR DURATION:</b>	<b>FEBRUARY 2019</b>

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

**FUNCTION & DUTIES:**

**Office agent duties**

- Responsible for verifying monthly Visa statements for Material Resources;
- Make travel arrangements, including flights, hotels and changes;
- Organize and file Material Resources documentation;
- File purchase requisitions and purchase orders;
- Track orders;
- Input data in the system.

**Caretaker, Class II duties**

- Move office material and furniture;
- Perform minor office repairs;
- Perform any other related tasks requested by immediate superior;
- Able to lift in excess of 20 pounds.

**QUALIFICATIONS:**

Secondary 5 and one-year relevant experience.

*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:**

- Knowledge of Microsoft Outlook, Word and Excel;
- Fluent in English and French;
- Basic computer skills.

**WORK SCHEDULE:** monday to friday, from 8:00 am to 4:00 pm

**CLASSIFICATION / SALARY / BENEFITS:**

In accordance with the AENQ collective agreement for support staff, from \$19.92 to \$22.74 an hour depending on qualification and experience.

**In addition to salary, you may be eligible to 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 20, 2019**

**SEND APPLICATION BY EMAIL TO:**

[soutien@kativik.qc.ca](mailto:soutien@kativik.qc.ca)

**You must indicate AG1TRA1902-01 in the subject of the e-mail.**

**Human Resources  
Kativik Ilisarniliriniq**

**Only those candidates under consideration will be contacted.**