



<b>POSITION:</b>	<b>ADMINISTRATIVE TECHNICIAN (2<sup>nd</sup> POSTING)</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCES</b>
<b>COMPETITION NUMBER:</b>	<b>ADMINTECH-HR1905-02</b>
<b>LOCATION:</b>	<b>MONTREAL</b>
<b>STATUS:</b>	<b>FULL-TIME REPLACEMENT POSITION</b>
<b>DURATION :</b>	<b>FROM MAY 2019 - ONE-YEAR CONTRACT WITH THE POSSIBILITY OF EXTENSION AND OBTAINING A REGULAR POSITION</b>

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

**FUNCTION & DUTIES:**

Under the supervision of the Assistant Director- Human Resources, the Administration Technician performs various tasks related to the administration of support staff files. The duties and responsibilities will include the following:

- Create new employee files and ensure that all relevant documents and information have been received from the employee and from the school or respective departments of the School Board;
- Establish, in accordance with different collective agreements and Board policies, the remuneration of support staff, regional disparities and other benefits to which employees are eligible;
- Administer the reception and validation of employee declarations of dependents;
- Evaluate the recognition of experience for support staff update files in the pay system and produce the seniority list;
- Inform Payroll of any changes in an employee file including a notice of closure;
- Administer maternity and parental leaves, and preventative leaves;
- Draft letters for end of unpaid leaves or temporary layoffs;
- Oversee grade step advancement;
- Calculate employee time banks;
- Issue employment and wage confirmation letters;
- Maintain and update a variety of employee lists;
- Answer any questions concerning support staff working conditions to the extent possible;
- Perform any other related tasks as requested by the immediate supervisor.

**QUALIFICATIONS:**

College diploma (DEC) in administration or a diploma or attestation of studies which is recognized as equivalent by the Board.

*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:**

- In depth knowledge of Access and the GRICS-GRH system;
- Fluency in at least two of the working languages of the Board (Inuktitut, French, English);
- Excellent knowledge of MS Outlook, Word and Excel;
- Independent, strong organizational skills, attention to detail and discretion;
- Available to travel occasionally to Nunavik;
- Knowledge of the collective agreements.

**WORK SCHEDULE:** 35 hours per week from Monday to Friday.

**CLASSIFICATION / SALARY / BENEFITS:**

In accordance with the AENQ collective agreement for support staff / from \$22.23 to \$29.05 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, May 21, 2019**

**SEND APPLICATION BY EMAIL TO:**

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

**You must indicate ADMINTECH-HR1905-02 in the subject of the e-mail.**

**Human Resources  
Kativik Ilisarniliriniq**

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