



POSITION:	OFFICE AGENT II (RECEPTIONIST)
DEPARTMENT:	GENERAL ADMINISTRATION
COMPETITION NUMBER:	TELOA2-1905-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REPLACEMENT
STARTING DATE:	FROM MAY 2019 TO MAY 2020

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

FUNCTION & DUTIES:

Under the supervision of the Secretary General, the office agent receives and directs visitors, and telephone and fax communications to the appropriate service. She/he also replaces the Fax Operator upon request. She is also required to do some data entry and contact different departments or schools to collect information.

QUALIFICATIONS:

Completion of Secondary 5.

The Board may, at its discretion, waive any or all of the aforementioned qualification requirements if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement and who accepts, as a condition of employment, to follow a training plan determined by the Board.

REQUIREMENTS:

- Fluent in two of the three working languages: Inuktitut, English and French.
- Familiar with economic, social and cultural milieu of the Montréal and the Nunavik regions.
- Knowledge of Kativik School Board.

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

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff: from 19.98\$ to 20.84\$ 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 17, 2019

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca
You must indicate TELOA2-1905-01 in the subject of the e-mail.

Human Resources
Kativik Ilisarniliriniq

Only those candidates under consideration will be contacted.