



<b>POSITION:</b>	<b>OFFICE AGENT II (RECEPTIONIST)</b>
<b>DEPARTMENT:</b>	<b>GENERAL ADMINISTRATION</b>
<b>COMPETITION NUMBER:</b>	<b>TELOA2-1905-01T</b>
<b>LOCATION:</b>	<b>MONTREAL</b>
<b>STATUS:</b>	<b>FULL-TIME TEMPORARY</b>
<b>STARTING DATE:</b>	<b>FROM JUNE 2019 TO JUNE 2020</b>

*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 27, 2019**

**SEND APPLICATION BY EMAIL TO:**

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

**Human Resources**  
**Kativik Ilisarniliriniq**

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