



POSITION:	EXECUTIVE SECRETARY
DEPARTMENT:	EDUCATION SERVICES
COMPETITION NUMBER:	020EXSECEDUC1905-02
LOCATION:	KUUJJUAQ
STATUS:	FULL-TIME REPLACEMENT
DURATION:	MAY 2019 TO MARCH 2020

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

FUNCTION & DUTIES:

Under the supervision of the Director and the Associate Director of Education Services, besides the tasks defined in the Secretary job category, the Executive Secretary works in collaboration with one or several persons, performing complex secretarial tasks in a relatively autonomous manner. Among other tasks, the Executive Secretary performs the following tasks:

- Provides information consistent with his/her position or refers the caller to the appropriate resource;
- Manages agendas for the person(s) for whom he/she is assigned to work, according to instructions;
- Makes airline and/or hotel reservations for Education Services professionals and senior staff as needed for the performance of their duties;
- Drafts memos or bulletins based on summary guidelines;
- Opens and examines incoming mail, forwards it to the people concerned, and keeps track of follow-up actions;
- Contributes to the development of the classification system;
- Photocopies and files documents;
- Makes telephone calls and sends faxes;
- Any other related task.

QUALIFICATIONS:

Secondary V diploma with secretarial training or equivalent.

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:

- At least 5 years related experience;
- Fluency in spoken and written Inuktitut and either French or English;
- Computer literacy (emails, Microsoft word, excel, etc.)

WORK SCHEDULE: 35 hours/week from Monday to Friday

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff / from \$20.98 to \$24.22 an hour depending on qualifications 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
- Food cargo

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

DEADLINE FOR APPLICATION IS: 4:00 pm, May 16, 2019

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You must indicate 020EXSECEDUC1905-02 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.