



<b>POSITION:</b>	<b>EXECUTIVE SECRETARY</b>
<b>DEPARTMENT:</b>	<b>GENERAL ADMINISTRATION</b>
<b>COMPETITION NUMBER:</b>	<b>EXECAG1909-01</b>
<b>LOCATION:</b>	<b>MONTREAL</b>
<b>STATUS:</b>	<b>FULL-TIME REGULAR POSITION</b>
<b>STARTING DATE:</b>	<b>OCTOBER 2019</b>

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

#### **FUNCTION & DUTIES:**

Under the authority of the Associate Secretary General, the Executive Secretary is responsible for performing complex secretarial tasks in a relatively autonomous manner as well as reception duties of the department. The duties include:

- Drafts memos or bulletins based on summary guidelines;
- Responsible for the office correspondence;
- Handles incoming calls, faxes and e-mails, forwards them to the people concerned and keeps track of follow-up actions;
- Manages the agendas according to instructions for the persons for whom he/she is assigned to work,
- Responsible for the filing of the department;
- Receives visitors;
- Any other related duties assigned by the superiors;

#### **QUALIFICATIONS:**

Secondary V or the equivalent;  
At least 4 years of secretarial 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:**

- Fluency in 2 of the 3 languages of the board (English, French or Inuktitut);
- Excellent writing skills in 2 of the 3 languages of the board (English, Inuktitut or French);
- Good writing skills in 2 of the 3 languages of the board (French, Inuktitut or English);
- Knowledgeable of and at ease using document sharing systems (OneDrive, Google Doc...) and Microsoft Office Suite;
- Ability to manage communications and correspondence to and from high level officials;
- Organized, autonomous, punctual and able to meet deadlines;

**WORK SCHEDULE:** From 9:00 to 17:00 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 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
- Southern allowance
- Social trips
- Food cargo

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

**DEADLINE FOR APPLICATION IS: 4:00 pm, September 24<sup>th</sup> 2019**

**SEND APPLICATION BY EMAIL TO:**

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

**You must indicate EXECAG1909-01 in the subject of the e-mail.**

**Human Resources  
Kativik Ilisarniliriniq**

*Only those candidates under consideration will be contacted.*