



POSITION:	OFFICE AGENT - CLASS 1 / PAYROLL DIVISION
DEPARTMENT:	DEPARTMENT OF HUMAN RESOURCES & PAYROLL
COMPETITION NUMBER:	OA1PAY1909-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REGULAR POSITION
STARTING DATE:	SEPTEMBER 2019

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

FUNCTION & DUTIES:

- Creates employee files;
- Gathers, compiles, validates and registers time sheets and absence reports;
- Creates, enters & verifies various third party deductions for example (government seizures, municipal housing or our finance & transport department);
- Simulates employee payroll calculation in specific situations;
- Modifies basic information in the employees file;
- Responds to inquiries by administrators or employees regarding pay issues;
- Files documents;
- Any other related task.

QUALIFICATIONS:

Secondary 5 and one year relevant 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:

- Experience in computer data entry
- Knowledge of offices Microsoft office software
- Fluency in 2 of the 3 working languages of the Board (Inuktitut, French, and English)

ASSETS:

- Written and spoken Inuktitut.
- Knowledge GRICS payroll system.

WORK SCHEDULE:

35 hours/week from Monday to Friday

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff: from \$20.76 to \$23.22 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 17, 2019

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You **must** indicate OA1PAY1909-01 in the **subject** of the e-mail.

Human Resources
Kativik Ilisarniliriniq

Only those candidates under consideration will be contacted.

**The School Board reserves the right to submit the candidates to various tests intended to establish their skill level.*