



POSITION:	OFFICE AGENT CLASS I
DEPARTMENT:	ADULT EDUCATION AND VOCATIONAL TRAINING
COMPETITION NUMBER:	OA1AES2003-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REPLACEMENT POSITION
DURATION:	FROM APRIL 2020 UNTIL THE RETURN OF THE INCUBENT

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

FUNCTION & DUTIES:

Carry out general support functions for transfer students, the DASH system, customized training projects and the administration of the department:

- Travel arrangements and declarations for transfer students
- Monitoring of data input by the centres in the DASH system (teachers)
- Obtaining the necessary documentation for financial claims related to customized training projects

Payroll and financial files:

- Verify timesheets and absence reports from the centers and the Montreal office and follow up on absences and overtime for department employees
- Prepare room and board claims for students
- Prepare allowance claims for transfer students
- Prepare data for taxation purposes
- Prepare quarterly reports for the Ministry of Education
- Reconciliation of expenditures on department credit cards
- Any other related tasks

QUALIFICATIONS:

Secondary 5, and one year related 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;
- Fluent in two of the three working languages of the Board (Inuktitut, French and English).

WORK SCHEDULE: Monday to Friday, 35 hours/week

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
- Northern allowance
- Social trips
- Food cargo

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

DEADLINE FOR APPLICATION IS: 4:00 pm, April 1st, 2020

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You must indicate OA1AES2003-01 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.