



POSITION:	EXECUTIVE SECRETARY
DEPARTMENT:	INFORMATION TECHNOLOGIES DEPARTMENT
COMPETITION NUMBER:	EXECTI2003-01
LOCATION:	KUUJJUAQ
STATUS:	FULL-TIME REGULAR POSITION
STARTING DATE:	APRIL 2020

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

FUNCTION & DUTIES:

Under the authority of the IT department's director, the executive secretary is called upon to perform complex secretarial tasks in a relatively autonomous manner, as well as the department's reception tasks. The tasks include the following:

- Prepare memos and information letters based on summary guidelines;
- Responsible for the office correspondence;
- Handle incoming calls, faxes and e-mails, forwarding them to the appropriate people and ensuring follow-up measures;
- Manage agendas according to guidelines for the people he/she works for;
- Responsible for filing the department's documents;
- Greet visitors;
- Manage hotel and air ticket reservations and confirmations;
- Organize events and meetings: convene the participants, prepare the necessary files, draw up a draft agenda according to the instructions received based on the topics collected;
- Get in touch with business partners;
- Manage material purchase orders from the various departments and their follow-up;
- Ensure the follow-up of invoices with the accounting department;
- Follow-up on the claims forms of the department's employees;
- Any other related tasks assigned by his or her supervisors.

QUALIFICATIONS:

Hold a diploma in secretarial vocational studies or a secondary diploma.
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 two of the three languages of the school board (English, French, or Inuktitut);
- Excellent writing skills in two of the three languages of the school board (English, French or Inuktitut);
- Proficiency in the use of a computer and the various software necessary for the execution of his or her work such as word processing, databases, spreadsheets and in-house programs
- Comfortable with document-sharing systems (OneDrive, Google Doc...) and with the Microsoft suite
- Ability to manage communications, electronic agendas and correspondence to and from senior executives;
- Organized, self-reliant, punctual and able to meet deadlines.

WORK SCHEDULE: 9:00 am to 5:00 pm, 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, March 24, 2020

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You must indicate EXECTI2003-01 in the subject of the e-mail.

Human Resources
Kativik Ilisarniliriniq

Only those candidates under consideration will be contacted.