

Administrative Technician (Maintenance)



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|--------------------------|--------------------------------------------|
| STATUS | Permanent / Full time (35 hrs wkly) |
| DEPARTMENT | Maintenance |
| DIRECT SUPERVISOR | Director |
| LOCATION | Kuuujuaq |
| STARTING DATE | To be determined |
| POSTING END DATE | Until the position is filled |

The Kativik Municipal Housing Bureau (KMHB) provides comfortable, safe and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable and safe communities.

FUNCTION & RESPONSABILITIES

According to the Kativik Municipal Housing Bureau's mission to provide comfortable, safe and affordable homes adapted to Inuit needs and culture, while contributing to the development of vibrant, sustainable and safe communities, the primary goal of the Administration support - technician is to support Field Operation Director in all technical and administrative tasks. Specifically, the employee has the following duties:

- Preparing and Maintaining of the technician's travel schedule according to the needs and collaboration of the Technician Coordinator;
- Follow-up and filing various useful documents such as: Travel expense, Work-Orders, Housing adaptations, as well as different follow-up files for the maintenance;
- Ensure COGI Data Integrity In collaboration with other employees in need;
- Assist maintenance employees in Opening and Closing work orders as needed and all related necessary training;
- Generate Yearly Preventive Work-Orders to plan the different tasks, for the technical department;
- Ensure a Follow-up of various works carried out by the Technicians with the Colleagues and/or Third party;
- Create all related support documents and files to help the maintenance department to organize and plan the work;
- Follows up on the annual planning of Holidays, time-off and annual leave;
- Ensure the follow-up of the internal employee training program and develop tools to ensure its sustainability;
- Carry out any related work as requested by the Supervisor.

QUALIFICATIONS

- Secondary V diploma or experience;
(Any other combination of training and experience may be considered)

REQUIREMENTS

- Ability to work in two of the three languages of the region (Inuktitut, French or English);
- Willing to travel for training or meetings;
- Working knowledge of Microsoft Office Suites (Word, Excel, Outlook, etc.)

SKILLS & COMPETENCIES

- High sense of client's services
- Be structured;
- Recognized for open-mindedness and teamwork skills.
- Capacity to organize the work and manage the priorities;
- Capacity to work in collaboration and solidarity with team mates, partners and collaborators;
- Strong communication skills, both spoken and written

SALARY / BENEFITS

KMHB offers a competitive salary, northern benefits and interesting working conditions. The minimum starting salary is \$27.59 and could be more based on the evaluation of experiences related.

JOIN OUR TEAM!

SEND YOUR RESUME TO:

HR@omhkativikmhb.qc.ca

Human Resources – KMHB

P.O. box 1200 - Kuuujuaq, QC J0M 1C0

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