

ADMINISTRATIVE AND LOGISTICS AGENT



STATUS	Permanent / Full time (35 hrs wkly)
DEPARTMENT	Finance department
DIRECT SUPERVISOR	Finance Director
LOCATION	Kuujuuaq
STARTING DATE	To be determined
POSTING END DATE	Until the position is filled

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

At this position, you will find interesting professional challenges and your sense of internal client's service and priorities management skills will be highly solicited. Your main responsibilities and tasks will be, generally to assist the coordinator of logistic and more specifically to:

- Receive travel request from the employees;
- Book the travel and hotel reservations for the employees and contractors as the situations;
- Enter travel reservation information in employees' files;
- Enter annual leave travel (ALT) data to computer;
- Collaborate with payroll to ensure all ALT are reconciled;
- Classify travel warrants and filling,
- Prepare end of year document for entering into the archived system;
- Be responsible for establishing administration purchase orders;
- Follow up regularly with the Housing managers to ensure they have needed office supplies,
- Assist employee with office supplies needs, and inventory management,
- Purchase and manage all office supply inventory main office,
- Administrate the telephone services and direct contact with the services provider,
- Manage the stamping and copying machine and ability to trouble shoot if any problem,
- Coordinate kitchen supplies,
- Assume full travelling responsibility during absence and vacations of coordinator (The person could be punctually called to replace reception position, if required)
- Perform any other task requested by the Finance directors or accounting supervisor.

QUALIFICATIONS

- College certificate or an equivalent of work experiences and education (minimum of 3 years work experiences);
- Mastering Microsoft office (Excel and Word);
- Basic knowledge of English language (spoken and written);

REQUIREMENTS

- Ability to work in two of the three languages of the region (Inuktitut, English or French)
- Sitting at a desk for long work periods and using a computer for several hours a day.

SKILLS & COMPETENCIES

- Client-oriented;
- Ability to demonstrate high ethical standards, discretion and confidentiality
- Sense of internal client's service;
- Ability to manage priorities;
- Ability to work in a team and in collaboration with others.
- Ability to organize work in a manner that respects schedules.

SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, Cargo, flight tickets, cost of living deferential benefit and interesting working conditions. The minimum starting salary is \$27.59 and could be more based on the evaluation of experiences related.

*Please note that only candidates selected for an interview will be contacted.

JOIN OUR TEAM!
SEND YOUR RESUME TO:
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