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RÉGIE RÉGIONALE DE LA SANTÉ ET DES SERVICES SOCIAUX DU NUNAVIK
NUNAVIK REGIONAL BOARD OF HEALTH AND SOCIAL SERVICES

*The **Nunavik Regional Board of Health and Social Services** (NRBHSS), established under the James Bay and Northern Quebec Agreement (Chapter 15) and the Act respecting health services and social services, covers the entire territory north of the 55th parallel. Its mission is to adapt health and social services programs to the needs of the population and the realities of the region, and to ensure the efficient organization of resources available to the Nunavik region.*

The Regional Authority wishes to fill the following position:

Administrative Technician – Administrative Services
Posting 2026-100

MANAGEMENT AND SERVICE: ADMINISTRATIVE SERVICES DIRECTORATE, #8310 - ADMINISTRATIVE SERVICES

DESCRIPTION

Under the supervision of the Assistant Director of Administrative Services, the incumbent supports the Administrative Services team in the planning, coordination and follow-up of various strategic and administrative files.

Your responsibilities also include:

- Contribute to the follow-up of construction projects related to the development of health and social services in Nunavik, information technology initiatives, asset maintenance, and Finance Department activities;
- Support the Directorate in the organization and management of information by preparing required documentation, ensuring administrative follow-up of files, and overseeing the distribution, retention and archiving of documents;
- Assist the Directorate during various meetings, including preparing agendas, drafting meeting minutes, and following up on action items. Be responsible for the organization, follow-up and preparation of audit committee meeting reports, and coordinate with the Executive Secretary regarding the organization of Board of Directors (BOD) meetings;
- Carry out various administrative mandates by planning, coordinating and executing support activities related to project management and the efficient operation of the Directorate. Serve as a resource person for various stakeholders and ensure effective liaison between internal and external partners.

REQUIREMENTS

- Must possess a college diploma (DEC) in General Administration, Accounting and Management Technology, Office Technology, or another appropriate college discipline from a recognized institution, or a college diploma (DEC) combined with a relevant undergraduate university certificate, or a relevant Attestation of Collegial Studies (AEC) of 800 hours or more combined with experience relevant to the field;
- Minimum of two (2) years of experience in similar functions;
- Experience in a complex administrative environment or within the health and social services network is considered an asset;
- Experience in records management, project follow-up, or executive support is considered an asset.

COMPETENCIES

- Excellent knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams);
- Excellent oral and written communication skills in at least two of the three languages used in the region (Inuktitut, English, and French);

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- Excellent organizational, planning and priority management skills;
- Strong attention to detail and high level of accuracy;
- Ability to manage multiple files and deadlines simultaneously;
- Autonomy, initiative and strong sense of responsibility;
- Excellent communication and interpersonal skills;
- Ability to work effectively in a team environment and with multiple stakeholders;
- Ability to maintain confidentiality and exercise professional discretion;
- For beneficiaries of the James Bay and Northern Quebec Agreement, a combination of relevant education and experience may be considered.

For candidates who are beneficiaries of the James Bay and Northern Quebec Agreement, a combination of relevant experience and training may be considered.

ADDITIONAL INFORMATION

- Please note that interviews may take place during the weeks of **December 7 or December 14, 2026**;
- Work location: While relocation to Kuujjuaq is preferred, remote work from Southern Quebec or another community may be considered. In such cases, the incumbent must be present in Kuujjuaq four times per year for approximately one month each visit. Travel may also be required depending on operational needs.

Candidates who are beneficiaries of the *James Bay and Northern Quebec Agreement* will have priority.

WORKING CONDITIONS

- Status: Permanent full-time position;
- Day shift;
- Salary according to MSSS regulations and the candidate's qualifications **($27.75/hour to $37.04/hour)**.

Northern Benefits: Employees who relocate to Nunavik are eligible for various bonuses, including **a retention bonus, a remoteness bonus, and a cost-of-living allowance.** For those hired more than 50 km from Kuujjuaq, low-cost housing is provided, along with reimbursement of moving and storage expenses. In addition, annual personal trips from Kuujjuaq to the point of employment are included, as well as other benefits.

For more information about our services and our region, please visit the Nunavik Regional Board of Health and Social Services website at: https://nrbhss.ca/en

Employees in the health and social services network are potentially eligible for the Nordic unpaid leave.

*** TO APPLY FOR POSTING # 2026-100, CLICK HERE ***

Interested candidates can submit their resume between **November 18 and December 2, 2026**

Nunavik Regional Health and Social Services Authority – Human Resources
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