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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 – Executive Management
Posting 2026-011

DEPARTMENT AND SERVICE: #60001 – EXECUTIVE ADMINISTRATION

DESCRIPTION

Reporting to the Executive Director, the Administrative Technician ensures the smooth operation of the Executive Management Office and provides administrative and clerical support to management and staff from various departments. The incumbent contributes to the efficient delivery of activities by ensuring rigorous, effective, and confidential management of files and communications.

Your responsibilities also include:

- Assist the Executive Director in coordinating and managing schedules, meetings, and administrative communications;
- Coordinate the receipt, processing, and filing of emails;
- Propose and implement administrative systems aimed at optimizing operations;
- Monitor activities and ensure their efficient and smooth execution;
- Collaborate with various departments to ensure coordination and process efficiency;
- Update administrative procedures, forms, and documentation;
- Provide clerical support to departmental staff, including the preparation, formatting, and follow-up of various administrative documents;
- Take notes during meetings and prepare minutes, summaries, and other required documents;
- Plan and coordinate travel logistics for Executive Management and team members (reservations, accommodations, transportation, documentation, etc.);
- Perform various secretarial duties that contribute to the administrative efficiency of the department;
- Apply established confidentiality standards and administrative procedures.

REQUIREMENTS

- For beneficiaries of the **James Bay and Northern Quebec Agreement**, a combination of relevant education and experience may be considered;
- Must hold a College Diploma (DEC) in General Administration, Accounting and Management Technology, Office Systems Technology, or another appropriate college discipline from an institution recognized by the appropriate ministry; or a DEC combined with a relevant undergraduate certificate; or a relevant Attestation of College Studies (AEC) of 800 hours or more combined with relevant experience in the field; or a College Certificate in Administrative Techniques;
- Relevant experience in administrative support or executive secretarial work, preferably in the health or social services sector;
- Excellent organizational, planning, and priority-management skills;

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- Excellent command of French and English, both spoken and written. Knowledge of Inuktitut is a significant asset;
- Discretion, autonomy, and a strong sense of responsibility;
- Good knowledge of administrative practices, information systems, budget management, and computer applications;
- Ability to develop and use monitoring, management, and information-sharing tools;
- Excellent writing skills, with the ability to produce clear, high-quality administrative documents;
- Ability to adapt and sensitivity to the cultural and logistical realities of Nunavik and other remote regions.

ADDITIONAL INFORMATION

- Please note that interviews may be held during the weeks of **December 7 or December 14, 2026**;
- Work location: Establishment in Nunavik is preferred; however, remote work from Southern Quebec may be possible depending on operational needs. Please note that travel may be required based on service activities.

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

WORKING CONDITIONS

- Permanent full-time position (35 hours/week);
- Day shift;
- Salary according to MSSS conditions 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 # 2026-011, CLICK HERE ***

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

Nunavik Regional Health and Social Services Authority – Human Resources
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