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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 Board wishes to fill the following temporary position :*

# Administrative Technician – Occupational Health and Environmental Health

## Posting 2026-111

**MANAGEMENT AND SERVICE:** PUBLIC HEALTH DEPARTMENT (#40003)

**DESCRIPTION**

Under the authority of the Assistant Director of Public Health and in collaboration with the Coordinator of the Occupational Health and Environmental Health Team, the incumbent will support team members in all administrative and secretarial functions.

The incumbent will work closely with team members to support activities related to occupational health and environmental health, including prevention of occupational hazards in community workplaces and mining sites, management of the For a Safe Maternity Experience Program (PMSD), reporting of workplace hazards and threats to public health, indoor and outdoor air quality, information related to environmental and occupational health risks, health impacts of climate change, preparedness for environmental emergencies, and other related matters.

Your responsibilities also include:

- Coordinating logistics for team events, meetings, activities, and travel within Nunavik and the South (flights, accommodations, meeting rooms, meals, vehicle rentals, etc.);
- When assigned to support a major event, collaborating with the team to ensure smooth administrative and logistical operations;
- Processing and monitoring documents requiring translation through the Board's internal translation service (Inuktitut, English, and French);
- Drafting, revising, proofreading, and ensuring the compliance and proper formatting of letters, contracts, workplace visit reports, and other documents;
- Assisting staff with data entry and report management in the Occupational Health Information System (SISAT);
- Collaborating with the Administrative Services Department in processing purchase requests, purchase orders, and invoices;
- Monitoring signature requests with the coordination team and management;
- Taking notes and preparing meeting minutes and records of proceedings;
- Managing generic team and secretariat mailboxes and following up on various requests;
- Supporting the team in managing expense allowances;
- Replacing other Administrative Technicians within the Public Health team as needed;
- Participating in the development and implementation of the department's administrative policies and procedures in collaboration with other Administrative Technicians;

- Participating in team meetings and contributing to problem-solving efforts;
- Acting as an administrative liaison for Public Health within the assigned team to improve understanding and use of administrative procedures and tools;
- Performing any other related duties as requested by the immediate supervisor.

**REQUIREMENTS**

- Must hold a Diploma of College Studies (DCS/DEC) in General Administration, Accounting and Management Technology, Office Technology, or another appropriate college discipline from a recognized institution, or a DCS combined with a relevant undergraduate university certificate, or an Attestation of College Studies (ACS/AEC) of 800 hours or more combined with relevant experience in the field;
- Minimum of two (2) years of relevant experience in administrative functions;
- Knowledge of the Occupational Health Information System (SISAT);
- Excellent command of at least two of the three languages used in Nunavik (French, English, Inuktitut).

**DESIRED QUALIFICATIONS AND PROFILE**

- Demonstrated ability to perform duties using an approach that promotes cultural safety;
- Strong proficiency with computer applications and the Microsoft Office Suite;
- Excellent teamwork, priority management, customer service, and interpersonal communication skills;
- Strong organizational skills and attention to detail;
- Initiative, autonomy, and resourcefulness;
- Work experience in Nunavik, an Indigenous environment, or a remote region is considered a significant asset;
- Good understanding of the sociocultural context of Nunavik and Inuit culture is an asset;
- Knowledge of the **For a Safe Maternity Experience Program** is an asset.

**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 be held during the weeks of **December 7 or December 14, 2026**;
- Work location: Establishment in the North is preferred; however, remote work from the South may be possible depending on operational needs. Travel to the North may be required based on departmental activities.

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

**WORKING CONDITIONS**

- Part-time temporary assignment (21 hours/week) for a period of one year, with the possibility of extension;
- Day shift;
- Salary according to MSSS conditions and the candidate's qualifications **($27.78/hour to $37.08/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,

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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 # 2026-111, CLICK HERE ***

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

**Nunavik Regional Health and Social Services Authority – Human Resources**
**PO BOX 900, KUUJJUAQ (QUEBEC) J0M 1C0 | TEL: 1-844-964-2244 / 819 964-2222 FAX: 819 964-2888**
**drh.Recrutement-Recruitment.rr17@ssss.gouv.qc.ca**