



ADMINISTRATIVE POSITION: ADMINISTRATIVE TECHNICIAN

TAQRAMIUT NIPINGAT INC. (TNI), the Inuit Radio and Television of Nunavik.

Summary

Reporting to the Accountant and the Director General, the Administrative Technician is responsible for payroll, all accounting entries and administrative tasks for Taqramiut Nipingat Inc. (TNI) and Taqramiut Productions Inc. (TPI) in accordance with established policies and procedures.

The main responsibilities of the Administrative Technician are:

- Accounts payable entries and follow ups;
- Accounts receivable entries and follow ups;
- Other required accounting entries;
- Follow-up on files related to human resources;
- Participate in budget planning in collaboration with the Director General and department heads;
- All other activities related to employee payroll;
- Apply the policies and procedures in place;
- Use the following systems and software: Sage 50 Premium Accounting, Pyramid TimeTrax, Log Me In, Microsoft Office 365;
- All other tasks pertaining to the position.

Qualifications

Have a Secondary 5 diploma or equivalent experience.

Experience in bookkeeping, payroll, and administration. A training program in these fields may be developed for a beneficiary without the required experience.

Ability to communicate (orally and in writing) in French and English. Knowledge of Inuktitut will be considered an asset.

Salary and Benefits

- Dorval-based position
- Salary and benefits in accordance with existing working conditions

Please submit your resume to:

Julie Grenier
Director General
Taqramiut Nipingat Inc.
455 boulevard Fénelon, Suite 304
Dorval, Quebec H9S 5T8
jgrenier@taqramiut.qc.ca