



## JOB POSTING

# Assistant Manager

(Full-time, permanent position)

Launched in 2015 as an ethnic and non-for-profit organization, Qarjuit Youth Council is looking for an ambitious and energetic Assistant Manager to join our team and help us expand our development.

The Assistant Manager, under the supervision of the General Manager, is responsible to ensure that day-to-day operations run smoothly. The Assistant Manager will draw up weekly schedules, manage team meeting, order merchandise, and assist the General Manager with promotions and planning. The Assistant Manager should be experienced in a supervisory role, and be able to confidently deliver performance feedback, set goals, foster teamwork, and clearly communicate project and event objectives. The incumbent must be able to competently perform duties in the absence of the general manager.

## RESPONSABILITIES

- Cooperating with the General Manager and assisting with anything from project planning to staff management.
- Nurturing positive working relationships with staff.
- Supervising staff and delegating daily tasks.
- Addressing any issues in a timely fashion, in collaboration with the Human Resources officer.
- Controlling merchandise.
- Setting a good example for staff.
- Taking care of administration duties such as filing system, insurance, car registration, inventory of equipment, etc.
- Promote Qarjuit Youth Council's mission, its development and growth
- Assisting with financial analysis and reports to funders in collaboration with the General Manager and Secretary-Treasurer, if necessary;

## WORK EXPERIENCE

- 1 to 3 years in a management position in the social intervention field.
- Experience as a member of an organization which experienced major growth or significant transformation would be an asset.
- Significant work experience in Nunavik or in another indigenous context would be considered an asset.

## REQUIREMENTS

- Ability to empower and positively influence the team
- Reliable, organized and interested to learn
- Capacities to work on various files at the same time



- Ability to communicate professionally with Board members, staff members, funders and collaborators, and the general public.
- Good leadership skills and able to work independently
- Strong problem-solving abilities
- Work experience in management will be taken into consideration
- Be able to communicate and work in two of these languages: Inuktitut, English or French
- A high school diploma (other diplomas will be considered)
- Promotes and maintains a healthy lifestyle in the community.
- Good interpersonal skills including the ability to use tact and diplomacy and work under pressure.

#### **Place of Work**

Based in Kuujjuaq (head office)

#### **Salary**

Between \$55,000 and \$60,000 per year (depending on the experience)

#### **Other Benefits**

2 APEX airline tickets

5,000 Cost of Living Differential

10 paid traditional days

Paid training based on the candidate's skills and interest in career development for this position

#### **Entrance Date**

March-April