



Kativik Ilisarniliriniq (KI) est une commission scolaire proposant des services éducatifs dans les 14 communautés du Nunavik.

Sous la supervision du coordonnateur du service des Technologies de l'information, l'opérateur a pour principale fonction d'offrir du soutien aux utilisateurs et de résoudre les problèmes liés au matériel ou aux logiciels; il doit aussi procéder à l'installation et à la configuration de l'équipement et des logiciels conformément aux procédures standard. Certaines des tâches de l'opérateur comprennent, mais sans en exclure d'autres :

- Diplôme d'études professionnelles (DEP) en soutien informatique ou encore diplôme ou attestation d'études équivalente, reconnue par une autorité compétente.

Conformément à la convention collective des employés de soutien de l'AENQ, ce poste appartient au corps d'emploi 4202: de 24,99\$ à 27,95\$ de l'heure selon les qualifications et l'expérience. Tous les avantages sociaux sont accordés au prorata de la tâche.

**L'utilisation du masculin aux présentes découle uniquement d'une volonté de simplification linguistique*



POSITION:	DATA PROCESSING OPERATOR CLASS I
DEPARTMENT:	INFORMATION TECHNOLOGY
SALARY:	FROM \$24.99 TO \$27.95 AN HOUR DEPENDING ON EXPERIENCE AND QUALIFICATIONS
COMPETITION NUMBER:	DATAPO2602-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REGULAR
START DATE:	MARCH 2026

Kativik Ilisarniliriniq (KI) is a school board offering educational services in the 14 communities of Nunavik.

FUNCTION & DUTIES:

Under the guidance of the Coordinator of the Information Technology department, the principal function of the operator is to assist users and resolve hardware- or software-related problems as well as installing and configuring computer equipment and software according to standard procedures. Some other duties of the operator include but are not limited to:

- Ensure the compatibility of computers, computer parts and peripheral equipment.
- Clean, maintain and carry out minor repairs on the equipment.
- Use utility software, among others, to locate and resolve problems.
- Make backup copies, copy, compress or destroy files on various media and transfer data from one workstation or location to another.
- Perform tasks on networks according to the instructions provided.
- Provide users with technical assistance, including pertinent information.
- Make service calls to repair equipment and software or refer users to other team members.
- Keep and update the inventory of hardware and software.
- May be required to travel.

QUALIFICATIONS:

Hold a Diploma of Vocational Studies in Computing Support or a diploma or an attestation of studies recognized as equivalent by the competent authority.

The Board may, at its discretion, waive any or all of the afore-mentioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.

REQUIREMENTS:

- Two (2) years of pertinent experience.
- Fluency (written, read, and spoken) in two (2) of the three (3) languages of the board (Inuktitut, French, English).
- Experience in customer service.
- Team focused and flexible.
- Ability to work within deadlines.

WORK SCHEDULE: 35 hours per week from Monday to Friday – Partial telework is possible.

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff, this position belongs to job category 4202: from \$24.99 to \$27.95 an hour depending on qualification and experience. All benefits are prorated based on the percentage of the task.

In addition to salary, you <u>may</u> be eligible to benefits such as: • 20 days paid vacation • 2-week paid holiday period • Free parking • Employee and Family Assistance Program • Career development opportunities • Hybrid work schedule	and, <u>when applicable</u>, other benefits such as: • Summer schedule • Northern premium • Food transportation allocation • Paid relocation benefits • Retention and attraction premium • Up to three (3) round trips to and from Nunavik
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DEADLINE FOR APPLICATION: March 24th, 2026, at 4 PM

To apply:

- 1) Visit our career website (<https://career.kativik.qc.ca/>) and click on “**Apply**”, OR
- 2) Send your CV to applications@kativik.qc.ca and indicate **DATAPO2602-01** in the subject of the e-mail.

Only the candidates under consideration will be contacted.

