

Nunatsiavut Government
Dept, Health & Social Development
Secretary/Receptionist
Permanent Full-Time
Hopedale, NL

Under the direction of the Team Leader, the Secretary/Receptionist is responsible for the day to day operation of the reception area of the Nunatsiavut Government's office located in Hopedale. The successful applicant will be responsible answering telephones, directing public inquiries, attendance records, mail, filing, typing and other related duties.

Qualifications:

- Diploma in Office Administration or equivalent experience and training
- Working knowledge of Microsoft Word, Excel and Access
- Bilingual in Inuktitut and English

Preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their beneficiary status on their cover letter or resume when applying. Failure to do so may result in the screening out of applicants.

Salary: In accordance to Nunatsiavut Government Employee salary scale, plus applicable Labrador Allowance.

Nunatsiavut kavamangani
SuliaKakvinga Inosiksiagiktotitsigasuannimi & Nunalinni
SuliaKattuliginimmut Kagitaujaliginimmulu
Allati/Fonninik kiukatattik
SuliaKatsainaluni Sitontingit-iluingatillugit
Hopedale, NL

AngajukKâKalluni aulatsijigillu Sivukkatattimik, Allati/Fonninik kiukatatti kamagiaKavuk Kaut tamât suliatsanik fonninik kiukatagiamut Nunatsiavut kavamangata Aulatsivillagingani suliaKapvimi Hopedalimi. Suliatsatâttaujuk kamagiaKavuk fonninik kiuKattaluni, kamaKattaluni inuit apitsulippata, suliaKattet allaKutinginnik, allalitjusianik, piuliukKaiKattaluni piulimajaugialinnik, nenitsiKattaluni ammalu asinginnik suliatsanik.

Ilisimagialingit:

- IlitagijaugutiKalluni SuliaKapvimi Aulatsivillagimmi ubvalu adjinganik ilisimajaminik ubvalu ilinniasimajaminik
- SuliaKasongulluni atulluni Microsoft Word, Excel ammalu Access Kagitaujanik
- Tamâginnik uKâlasongulluni allasongullunilu Inuktitut Kallunâtittullu

Ottugajuit ikajuttaugutilet Labradorimi Inuit Nunamik Satusaijet AngiKatigegutingani tigujaulâttut. Ottugajuk uKatsiaKujaujuk ikajuttaugutiminik sunaummangâmmi allaganginni ubvalu suliagisimajaminik sivungani ottugaligutik suliatsamik. Taimaingikutik kamagijaulângitut suliatsamut.

Akiliusiatsanga: Malillugit Nunatsiavut kavamangata SuliaKattet akiliusiangit, ilallugu Labradorimi Ikajuttaugutimmik.

Closing date / Matuttauvigilâttanga ulluk: May 12, 2020

Applications should be forwarded before 4:30pm on the closing day to:
Kinugautet aittitausimagialet fimfilia apvaKâtinngu matuttauvingata ullungani ukununga
Attention: Human Resources
Fax: (709) 896-2610
E-mail: careersonline@nunatsiavut.com