

Filing Clerk



Location:

Nain, NL

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

December 16, 2020

Responsibilities:

- Responsible for updating beneficiaries' information using the Citrix Data Base
- Responsible for Beneficiary Card printing
- Assist with Membership Committee Meetings when needed
- Maintain and update membership files and Maintain the Regional Membership List
- Assist other departments with administrative tasks as required.
- Other related duties as required.

Qualifications:

- A Diploma in Business or Office Administration or related administration training and experience.
- Knowledge of computers, filing systems and typing.
- Demonstrate good oral, interpersonal, written, communication and organizational skills.
- Good working knowledge of MS Word/Excel/Windows.
- Knowledge of policies and procedures of membership adopted by the Nunatsiavut Government.

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

Titigattausimajut SuliaKattisak

Nani:

Nainimi, NL

SuliaKapvik:

kamagigialingit

Kanga:

SuliaKainnaluni- Ilonnainik SitontiKalluni

killilipvinga:

December 16, 2020

kamagijatsat:

- Nutângutitsigialik ikajuttaugutilet Kaujisautinginnik atulluni Kagitaujamik taijamik Citrix Data Base.
- Ikajuttaugutiliup nalunaigutinganik âkKegialik.
- IkajuKattagialik Ilaliugutilet katimajinginnik pikKujauguni.
- kamagialik nutângutitsiKattalunilu ilaliugutilet Kaujisautinginnik kamagillugulu NunaKatigengituit Ilaliugutilet AtiKapvinginnik.
- IkajuKattagialik asinginnik suliaKapvinik ikajugiaKaguni.
- Asinginnik atjigalanginnik suliaKagialik pikKujauguni.

Ilisimausigigialingit:

- NalunaikkutaKagialik SuliaKapvini Titigattausimajuni suaKasongugiamut atjigalanganillonet ilinniatausimalluni suliaigisimallugillu.
- Kagitaujanik atugunnagialik, titigattausimajunik pigiakKaigutininik atusongugialik nenitsisongullunilu.
- Takutsaugialik uKâlagunnasianninga, uKâlaKatiKasongunninga, allasiasongunninga, uKatsiasongunninga âkKisiutsiasongunningalu.
- Kagitaujattigut ukuninga atusongujutsak: MS Word/Excel/Windows.
- Kaujimajutsak maligatsanik piusigijaugialinnilu ilaliugutiligigiamut atujanginnik Nunatsiavut kavamangata.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimmillonnet ottugannimi.



NUÑATSIÁVUT
kavamanga Government

