

Secretary / Receptionist



Location:

Nain

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

June 22, 2021

Responsibilities:

The Secretary/Receptionist is responsible for the day to day operation of the reception area of the Nunatsiavut Government's Administration office located in Nain. The successful applicant will be responsible for 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

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.

Nani:

Nainimi

suliaKapvik:

SuliaKapvik kenaujannut, SuliaKattinut amma Kagitaujaligijinginnut

Kanga:

SuliaKatsainaluni Sitontingit-iluingatillugit

killilipvinga:

June 22, 2021

kamagijatsat:

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

Ilisimausigigialingit:

- IlitagijaugutiKalluni SuliaKapvimi Aulatsivillagimmi ubvalu adjinganik ilisimajaminik ubvalu ilinniasimajaminik
- SuliaKasongulluni atulluni Microsoft Word, Excel ammalu Access Kagitaujanik

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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