

Administrative Assistant



Location:

HVGB

Department:

Health & Social Development

Term:

Permanent Full-Time

Closing Date:

July 20, 2021

Responsibilities:

- Answer general phone inquiries using a professional and courteous manner and reply to general information requests with the accurate information
- Greet clients/staff members/visitors to the Housing Hub in a professional and friendly manner
- Circulate Supportive Housing Unit work schedules at least two weeks prior to schedule start.
- Performs clerical tasks such as: checking mail daily and keeping a log of mail received, assisting case managers with filing (client files), distributing memos and maintaining files, completing monthly occupancy reports and sending to the Newfoundland and Labrador Housing Commission, as well as tracking purchase orders and invoices.
- Assist with planning new employee orientation.
- Other related duties as required

Qualifications:

- Two-year diploma course in Office Administration with 3 to 5 years' working experience. Combination of relevant education and/or experience will be considered
- Demonstrated understanding of Housing First Principles and empathy for clients with multiple and complex needs
- Strong organizational, time management and resolution skills
- Proficient computer skills including: Microsoft Word, Excel, and PowerPoint with the ability to master new software applications easily.
- Knowledge of the Labrador Inuit culture and Nunatsiavut communities
- Valid Class 5 Driver's License

Assets:

- Bilingual in Inuktitut and English

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:

Happy Valley-Goose Bay

suliaKapvik:

Inositsiagittotitsijet & Inogusiujuunik Pivalliatitsijet

Kanga:

SuliaKainnaluni

killilipvinga:

July 20, 2021

kamagijatsat:

- kiukatalluni fonnitigut Kaujisautiujunik atutsialuni inotsianimmik amma pitsianimmik amma kiuKattaluni Kaujititsiutininik sulitsiatumik
- Tujummititsigani kiggatujannik/suliaKattinik/pulâgiasimajunik ilisimatsianikkut amma inotsianikkut;
- tuniukKailuni Ikajutsianikkut Iluliginnimut SuliaKausiugialinnik maggoni wogenni suliajiaugialik pigiasikKâtinngu;
- SuliaKalluni suliajiaugialinnik sollu; allalitjusianik KimmiguKattaluni ulluk tamât amma allaKattalugit allalitjusiat tikisimajut, ikajulluni aulatsijininik pigiakKaigiamut pigiagatsanik (kiggatuttait nalunaigutinginnik) tuniukKailuni allalitjusianik amma piulimatsialuni pigiakKatausimajunik, pijageKattaluni takKitigut Kaujititsiutininik, illunik attasijuit piusinginnik amma aullatiKattalugit Newfoundland amma Labrador Illuligijinginnut, ammalu kamaKattaluni pisiniagutausimajunik amma akilegutiugialinnik;
- Asinginnik suliajiaugialinnik pigiaKatuaguni.

Ilisimausigigialingit:

- Maggoni jârini ilinniasimalluni SuliaKapvimi Aulatsigunnagiamut pitaKalluni 3-5 jârini taimaittunik suliaKasimalluni, Taimagalallu ilinniasimalluni ammalu/ubvalu ilisimanninga isumatsasiugutaugajattuk;
- Takutitsigunnaluni tukisimannimik Illuliginnimik amam ikajugiamik kiggatujaujunik ajutsaluattunik amma ikajuttaumagialinnik;
- IlisimanniKatsialuni katutjiKatigennini suliaKasongugiamik aulatsijiuKataugiamut amma Sittutitsisongulluni sunanik sittutitaugialinnik
- Atugunnasialluni Kagitaujanik ilautillugit Microsoft Word, Excel, amma Power Point amam pigunnaniKalluni nutânik atuttaugialinnik atusongugiamut ajunnasiugani;
- IlisimanniKatsialuni Inuit IlikKusinginnik amma Nunatsiavummi Nunagijaujunik;
- PitaKalluni Atunnillimmik Class 5 laisinsinik motakâttiugiamut
- Ikajutsigajattuk UKâlatsiasongulluni Inuktitut ammalu Kallunâtitut.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâtinngu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimillonnet ottugannimi.