

Emergency Food Supplement Program Administrator

**Location:**

Happy Valley Goose Bay

Department:

Health & Social Development

Term:

Temporary Full-Time

Closing Date:

August 9, 2021

Responsibilities:

- Intake applications from each community/area
- Upload applications to appropriate community master
- Complete calculations to determine amount of food voucher
- Input Food voucher amount into appropriate community/area master document
- Generate and submit purchase requisitions
- Submit PR's to manager for signature
- Provide Finance invoices and supporting documentation
- Procure and send gift cards to applicants in the Canadian Consistency
- Answer questions from applicants/ stores regarding food program and follow up as necessary
- Generate reports as requested by program manager
- Reconcile PR and PO's, credit card statements etc. as needed
- Other related duties as required

Qualifications:

- 2 year Diploma in Office Administration with 1-2 years of experience. Combination of relevant education and experience will be considered.
- Proficient in Excel and databases
- Be able to work independently with little supervision.
- Good organizational and interpersonal skills.
- Knowledge of Inuit Culture and Inuit Communities

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.

Tuaviutaugialinnik NKitsakattisinnimi Ikajosiujumik kamajitsak



Nani:

Happy Valley Goose Bay-imi

suliaKapvik:

Inositsigittotsijet Inuillu Pivalliagutitsanginnut

Kanga:

Akuniulungitumi Ilonnainik SitontiKalluni

killilipvinga:

August 9, 2021

kamagijatsat:

- kamaKattaluni Kinugautinik atunit nunaliujuni/inigijaujuni
- ÂtsiKattaluni Kinugautinik takkunungatsiak nunaliujuni AngajukKauniujunut
- PijageKattalugit killigiudjigutitsait katsitut NiKitsatâgutiugajattunik
- Tunillugit NiKitsatâgutiusot nunagijaujuni/aulatsijiuttitaujumut nunalinni allaKutiujunik
- kamalluni amma tuniukKailuni niuvinniasongugiamut naluniakkutanik
- TuniuKailuni Niuvinniasongugiamut Nalunaikkutanik Aulatsijimmut atitâttaujutsaujunik
- PitaKatitsiluni kenaujanik akilegutiusonik amma suligijausimajunik
- Pisilluni amma aullatitsiluni niKitâgutiusonik Kinugautilinnut Canadami Angnigusupviusoni
- kiusongulluni apitsotiujuunik Kinugautilinnut/niuvipvinut pillugit niKitsasiugutiusot amma ikajotiugiallagunnatunik amma kamagiallagunnaluni pigiaKaguni
- TuniuKaisongulluni Kaujitsiutinik pikKujauguni nunalinni suliangujunnik aulatsijiujumut
- AllaKattaluni piusiumajunik amma akilitsasisongugiamut allaKutinnik,etc, pigiaKatuaguni
- Asinginnik suliaKaKattaluni pigiaKatuaguni

Ilisimausigigialingit:

- Maggoni (2) jârenni NalunaikkutaKalluni SuliaKapvimi Aulatsijiugiamut 1-2 jârenni taimaittunik suliaKasimalluni. Taimaittugalannik ilinniasimalluni amma pisongunninga isumatsasiugutausongummijuk
- IlisimautiKatsialuni Kagitaujanik taijanik Excel Kagitajanilu piulimatsiviusonik
- Imminituinnak suliaKatsiasongulluni kamagijaulualugani
- Piujuumik kamatsiasonguniKalluni inunnilu suliaKaKatiKagiamik pisonguniKatsialuni.
- Kaujimalluni Inuit IlikKusinginnik amma Inuit Nunagijanginnik

Ikajuvaligijattuk

- UKâlagunnaluni Inuktitut Kallunâtittullu ikajutsigajattuk

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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