

# Secretary / Receptionist

**Location:**

Hopedale

**Department:**

Health & Social Development

**Term:**

Casual

**Closing Date:**

August 24, 2021

**Responsibilities:**

The Secretary/Receptionist is responsible for the day to day operation of the reception area of the Nunatsiavut Government's DHSD office located in Hopedale. 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](mailto: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:**

Hopedale-imi

**suliaKapvik:**

SuliaKakvinga Inosiksiagiktotitsiguannimi & Nunalinni

**Kanga:**

Kangaulippat KaikKujausok

**killilipvinga:**

August 24, 2021

**kamagijatsat:**

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

**Ilisimausigigialingit:**

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

**Kaujisallutit:**

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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