

Administrative Assistant

Location:

Happy Valley Goose Bay

Department:

Health & Social Development

Term:

Permanent Full-Time

Closing Date:

October 27, 2021

Responsibilities:

- Address staff and client inquiries or requests in a welcoming and professional manner
- Create and maintain the central filing system and tracking for contribution proposals and agreements.
- Ensure that incoming correspondence is received and communicated to appropriate staff in a timely manner
- Take minutes that accurately reflect the decisions and discussion in various meetings. Preparation and distribution of minutes so that communications are clear.
- Preparing/formatting correspondence appropriately for various external audiences.
- Receive timesheets from staff and check with leave summaries in order to prepare them for signature by appropriate senior staff member.
- Maintain digital and paper filing systems
- Arrange travel and accommodations
- Schedule and book of various meetings/conferences
- Completion of purchase requisitions and obtaining appropriate approval to meet requests and submit to the Finance Division
- Provides assistance in preparation for events when required
- Provide coverage for the Secretary/Receptionist whenever necessary
- Travel as required
- Other duties as required

Qualifications:

- Two (2) year diploma course in Office Administration with 3-5 years related working experience. Combination of relevant education and/or experience will be considered
- Strong organizational, time management and resolution skills
- Ability to perform duties under minimal supervision in a fast paced work environment
- Proficient computer skills including: Microsoft Word, Excel, and PowerPoint with the ability to master new software applications easily.
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Willingness to travel to Nunatsiavut Communities

Assets:

- Bilingual in Inuktitut and English
- Knowledge of the Labrador Inuit culture and northern communities

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 Inuillu Pivalliagutitsanginnut

Kanga:

SuliaKainnaluni Ilonnainik SitontiKalluni

killilipvinga:

October 27, 2021

kamagijatsat:

- kamaKattaluni suliaKattet kamagijaugialellu apigiutigijanginnik ubvalu Kinuagijanginnik pitsianikkut pilluangunikkulu
- ÂkKisuiKattaluni piulimatsiKattalunilu katitsutausimajunik kamausinnilu Kinugautinik angiKatigegutausimajunillu
- kamatsiaKattaluni allaliljusiat pitagijautsiamangâta âjaummangâtalulu tâtsumungatsiak suliaKattimut upalomalugatillu
- AllasiaKattaluni katimautausimajunik kajusiutjausimajunik uKâlautausimajunillu katimaKatigennimi. AtuinaguttigiKattaluni âkKaiKattalunilu allasimajunik katimautausimajunik Kaujimajautsianiammata.
- AtuinaguttigiKattaluni/allasiaKattaluni Kaujimjaugialinnik atjigengitunut silatimmiunut.
- TigollaKattaluni suliaKattiujuut suliaKannimini sitontinginnik allasimajanginnik kamaKattalunilu Kanga suliaKapvimit nukKangasongummangâta atuinaguttiginiammait atittâtaugianginnut suliaKattini angajukKauniujunut.
- AtuinaguttigiKattaluni Kagitaujatigut allasimajutigullu piulimatsigusiujumik.
- ÂkKisuiKattaluni ingigautitsanik tujummiuvitsanillu.
- ÂkKisuiKattaluni atuinaguttigiKattalunilu atijigengitunik katimanitsanik/katingaKatigennisanik
- ÂkKisuiKattaluni niuviniagutitsanik angitautsiapatalu âKattalugit kenaujaligigijet SuliaKapvinganut
- IkajuKattaluni pannaijuKappat sugalagamik pigiaKaliguni.
- Allatiup/Fonninik kiukatattiup ininganekattaluni pigiaKaliguni.
- Namutuinnak ingigagalsongulluni pigiaKatuaguni.
- Asinginnik suliaKaKattaluni pigiaKatuaguni.

Ilisimausigigialingit:

- NalunaikkutaKalluni maggonik jârennik ilinniasimanniminik SuliaKapvimi Aulatsijusongugiamik pingasunit tallimanut jârini taimaittumik suliaKasimaniKalluni. Taimaittumillu ilinniasimaniKaguni ammalu/ubvalu ilisimautiKaguni isumagijauluagajattuk.
- Songujumik kamatsiasonguniKalluni, sitontinik kamatsialuni suliaKatsiasongulluni, apomautitsaKalippat âkKisusonguniKalluni.
- kamagigialimminik kamasonguniKalluni tiliuttaulualugani suliatigut tuaviutigialittigut.
- IlisimaniKalluni Kagitaujanik: Microsoft Word, Excel, ammalu Powerpoint, pisonguniKalluni ilisagasongunnimik atugiamik asinginnik nutânik Kagitaujanik.
- kamatsiasongulluni kamagitsiagialinnik apomautitsaKalippalu âkKisusonguniKalluni.
- Piujumik allasonguniKalluni uKausitigullu KaujimauteKatiKatsiasongulluni.
- Naumutuinnak aikatasongulluni Nunatsiavut nunagijanginnut.

Ikajuvalligajattuit:

- Inuktitut Kalunâtitullu uKâlasingulluni.
- IlisimautiKalluni Labradorimi Inuit IlukKusinginnik nunaujunillu taggamiungujunik.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigetitsiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit

Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik

allavitsangata pigianingani suliasasiugutimmilonnit ottugannimi.