

Administrative Assistant



Location:

Nain

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

May 20, 2022

Responsibilities:

- Assists with scheduling of travel and booking of accommodations, as well as scheduling and booking of various meetings for any staff member or elected official upon request.
- Assist with various office projects as requested.
- Maintain electronic and hard copy filing system.
- Attend meetings when required to take minutes and notes of plans and commitments made for follow-up purposes.
- Completion of purchase requisitions to meet routine requests (i.e. ordering of coffee/tea supplies, ordering of supply room items or other generalized office requirements) and submitting to the Finance Division
- Provides assistance in preparation for any NG-related events when required.
- Write and distribute email, correspondence memos, letters, faxes and forms as necessary.
- Required to backfill for the Secretary/Receptionist whenever necessary.
- Provides general information to clients and the public.
- Travel as required.
- Other related duties as required.

Qualifications:

- Two (2) year diploma course in Office Administration with five (5) years working experience and/or equivalent combination of education and experience.
- Strong organizational, time management and resolution skills with the ability to multi-task.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel, MS PowerPoint, MS Teams).
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Knowledge of the Labrador Inuit culture and northern 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.

Nani:

Nain-imi

suliaKapvik:

kenaujaliginimmut, SuliaKattuliginimmut Kagitaujaliginimmulu

Kanga:

SuliaKainnaluni Ilonnatik Sitoninganit

killilipvinga:

Mai 20, 2022

kamagijatsat:

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- Ikajugialik suliaKausitsaminik pigumajuKappat
- Sulitigialik Kuatsânattukojumik amma piusigigialinnimotlugu
- Ilautigialik katimajuKappat piusinganiliutluni amma allatluni pannaitaugumajumit amma pigumanittinik maligumaniatlugu Kanuk pigiaKammangât
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- ikajugialik atuinnautigiamik suliaKausitsanganit Kangaulippat
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- ikajugialik kiukatattinut suliatluluviniKalippata Kangaulippat
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- aullagiaKajuk pigumalippat
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Ilisimausigigialingit:

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- tukiKagiaKajuk suliaKapvet atuttauvitsangit sollu allautinik amma tuavittukojunik
- Kaujitsiasongugiamik Kagitaujanganik allautigiamik
- ikKasiaKagiamik suliaKausikulunnit amma Kanuk pigiaKammangât sujuKalippat
- pitsiagiaKajuk allavitsanik amma uKatsiagajattuk
- tukiKagiaKajuk Labrador Inuit ilukKusingit amma nunaliujungit

Ikajuvaligajattuit:

UKâlasonguguni Inuttitut Kallunâtitullu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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