

Location:

Nain

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

January 31, 2023

Responsibilities:

- Maintains the filing structure for the accurate storage of financial documents to support easy retrieval of information when required.
- Verification that supporting documentation is in place.
- To keep organized and updated the physical filing system.
- Assist staff members with finding documentation to support their work.
- Answering and directing emails, phone calls and in-person communication.
- Other admin related duties ie photocopying, mailroom, etc.
- Keep the PO spreadsheet up to date
- Data entry when necessary

Qualifications:

- High School Diploma
- Working knowledge of Microsoft Office Suite.
- Good communication skills with strong attention to detail.
- Good organizational and time-management skills.

Assets:

- Bilingual in Inuktitut and English
- Beneficiary of the Labrador Inuit land Claims Agreement

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:

Kenaujaligijet, inuligijet ikajuttauvingit, Kaujisautiligijellu

Kanga:

SuliaKatsainalluni

killilipvinga:

Januara 31, 2023

kamagijatsat:

- PiulimatsiKattaluni allaKutinnik akiliusianillu imâk akilittiusiagasuamut akilittaugialinnik.
- PiulimatsiaKattalugit sunatuinnait inigitsiagialimminut iliukKaisiaKattaluni.
- IliukKailuni inigigialimminut nalunaigutingit isumagillugit.
- IkajuKattalugit suliaKaKatigijamminik nallenemmangâta takutiKattalugit.
- kiuKattaluni kinamullu allagiaKammangâtik Kagitaujattigut.
- SuliaKavimini asinginnik suliaigigialimminik kamatsiaKattaluni sollu nenittausimâjunik atjiliugiKattaluni âkKisuiKattalunilu.
- NiKitsatâttaujuit allaKutingit atuinnausiaKattalugit.
- Kagitaujammut iliukKaisialluni Kaujimajaugialinnik uvlu tamât.

Ilisimausigigialingit:

- Ilinniagesimanniminik allaKutinganik nalunatitsijumik pitaKalluni.
- Kaujimalluni ilisimatsialuni Kagitaujannetunik taijamik Microsoft Office Suite.
- Tukisiatsialuni uKâlatsiasongulluni Kanuk sunamillu KaujittuKagumappat
- pannaigutiKatsiasongulluni katitjuKatigennet suliaigigialinginnik kamatsiasongulluni.

Ikajotigijausot:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu
- IlaugutiKalluni Labrador Inuit AngiKatigegutingitangani

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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