

HOUSING CLERK-

NUNATSIAVUT HOUSING COMMISSION



NUNATSIAVUT
kavamanga Government

Location:

Nunatsiavut

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

13 February 2023

Responsibilities:

- Serving as the main clerk and support staff person for the Nunatsiavut Housing Commission head office;
- Processing applications and submissions to the NHC and ensuring all correspondence and applications are dealt with in accordance with the NHC policies;
- Primary staff person responsible for the management of the Nunatsiavut Housing Commission Waitlist. The Clerk will ensure all new applicants are added to the waitlist once processed, that all those on the waitlist are dealt with in a timely manner, and ensuring that renewal letters and removals are managed in accordance with the NHC policies;
- Providing up-to-date information to the NHC Housing Case Managers and working closely with our frontline community staff to ensure timely program delivery;
- Answering general questions and correspondence to the NHC head office and ensuring all other inquiries are forwarded to the correct staff;
- Managing correspondence and mail-out to all tenants and clients, including appeals correspondence, renewal letters, notification of application status, and updates to policies;
- Ensuring strong and open communication between the head office and all offices across the region;
- Ensuring the Nunatsiavut Housing Commission website and social media platforms are up to date;
- Providing administrative support to the Board of the NHC as needed;
- Other duties as required.

Qualifications:

- College diploma or University Degree in Business Administration, Executive Office Management or a relevant field; and/or 2+ years of experience in office administration
- Ability to work respectfully and sensitively with vulnerable clients
- Excellent communication and interpersonal skills
- Excellent attention to detail, organizational skills, and record management.

Assets:

- Bilingual in Inuktitut and English
- A Beneficiary of the 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.

Illuligijimmut allati

Nunatsiavut illuligijimmut kamagaijuttitaujunut



NUNATSIAVUT
kavamanga Government

Nani:

Nunatsiavummi

suliaKapvik:

Suliagigialingit

Kangâ:

SuliaKatsainalluni

killilipvinga:

13 Februar 2023

kamagijatsat:

- AngajukKângulluni aulatsijiulluni ikajuttiuluni suliaKattinik Nunatsiavut Illuligijingita katimajinginnut suliaKavinga
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- Sunanik suliaKapvingita Illuligijet AngajukKauKatigenginnik ikajuKattaluni Kanuk piunitsamik sivuppiagajammangâta tiliKattalugt tasiullugillu
- Asinginnilu sunanik ikajuttauviugajattunik Illuligijet katimajinginnik uKautjigiaKattaluni

Ilisimausigigialingit:

- Ilinniagesimannigata ilinniavitsuami nalletuinnak aulatsijiugiamik angajukKauniagiamillu pijagesimalluni, ubvalu ilisimallagilonnet taimâk aulatsijiugiamik ammalu/ubvalu maggoni jârrenni ununnasillonet suliaKapvimi aulatsijiugiamik
- SuliaKapvimini tunganatsiaKattaluni ulapitsaisongullunilu sunanik uKumaitsaKojunik tasiutsiasongullugit
- Ilisimalluni tukisititsisian ghugiamik Kaujijaugialinnikj amma inutsianguvigiKattalugit inulimât
- Ilisimatsialuni suligijautsialuni, suliaKapvimini aulatsisiasongulluni nalâgottunillu allatiKaKattaluni kamagijaugialinnik

Ikajuvalliutiusot tigujaugiamut:

- Tamâginnik Inuktitut Kablunâtitullu
- IlaliugutiKalluni Inuit AngiKatigegutisimajanganut satusattausimajumi

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.

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