

Secretary / Receptionist



Location:

Happy Valley Goose Bay

Department:

Health & Social Development

Term:

Permanent Full-Time

Closing Date:

March 9, 2023

Responsibilities:

- Greet and welcome visitors when they arrive at the building
- Responsible for all aspects of secretarial duties that includes typing, answering the phone, faxing and maintaining files, ensuring all reception equipment is running and functional, etc.
- Answer, direct and record telephone messages answer general inquiries
- Coordinate meetings and conference call
- Arranges travel and accommodations
- Pick up, delivery and distribution of mail
- Responsible for ensuring and maintaining office supplies
- Post notices, job advertisements, etc. on bulletin board and kept updated
- Update and maintain directory for staff
- Update staff attendance log daily
- Ensure reception area is tidy and presentable, with all necessary stationery and material
- Ensure entrances are unlocked at the start of shift and locked at the end of shift
- Maintain key log for distribution and receiving of keys for building and offices
- Provide administrative coverage for other Nunatsiavut Government offices in Goose Bay if needed
- Training and in-servicing as required
- Other related duties as required

Qualifications:

- Diploma in office administration with a minimum of 3 years experience in office administration and/or equivalent combination of education and experience.
- Strong interpersonal, oral and written communications skills
- Strong organizational, time management and resolution skills
- Ability to perform duties under minimal supervision
- Proficient computer skills including: Microsoft Word, Excel, and PowerPoint with the ability to master new software applications easily
- 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.

Allatitsak Fonninik kNenitsijikiukatattisak



Nani:

Happy Valley – Goose Bay

suliaKapvik:

SuliaKapvinga Inositsiagittotisisigasuannimut Inuilu Pivaliagutitsanginnut

Kanga:

SuliaKainnaluni Ilonnainik SitontiKalluni

killilipvinga:

March 9, 2023

kamagijatsat:

- kamatsiaKattaluni tujummitailititsilunilu itijuKappat suliaKapvimut
- Ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluammangâta atutsiagunnagaluammangâta, taimaittugalanik.
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nipiliuKattalugit pigiaKaguni, kiuKattaluni kinatuinnak sunanik Kaujigumappat
- AulatsiKattaluni katimaKatigejutsanik fonnikullu katimajutsanik
- ÂkKisuiKattaluni ingigganitsanik tujummiuvitsanillu
- AitsiKattaluni, âkKaiKattaluni tuniukKaiKattalunilu allalitjusianik
- kamatsiaKattaluni suliaKapvimi atugialet kamagijautsiagaluammangâta
- Kaujigatsanik, suliatsanik, asinginnilu allasimajunik KangattaigiattuKattaluni
- ÂkKisuiKattaluni kamatsiaKattalunilu suliaKattiujuut atinginnik fonningatalu numuranginnik
- ÂkKisuiKattaluni ullu tamât kamausunik suliaKattet suliaKapvimegaluammangâta
- kamatsiaKattaluni fonninik kiukatattiup suliaKapvinga tuappingattailigaluammangât takuminalluni, ilonnainik suliaKapvingani atugialinnik pitaKagaluammangât
- kamatsiaKattaluni ukkuat palangaigutjâsimagaluammangâta pigiasiguni suliaKanniminik kamaKattalunilu palangaitsimammangâta suliaKageguni
- kamaKattaluni pegutiKattisinnimik suliaKattellu pitâsimammangâta illungita suliaKapvingitalu pegutinginnik
- kamaKatauKattaluni Kanutuinnak kamagijaugiaKagaluammangâta asingit Nunatsiavut kavamangata suliaKapvingit Goose Bay-mi pigiaKaguni
- IlinniatitauKattaluni katimaKatauKattalunilu pigiaKatuaguni
- Asinginnilu kamaKattaluni pigiaKaliguni

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapvimi kamajiusongunnimut pukkinippâmillu pingasuni jârini suliaKasimanniminut suliaKapvimi kamajiusongugiamut ilisimaniKalluni ammalu/ubvalu tamakkua atjinginnik ilinniagutiKasimalluni ilisimautiKallunilu
- Inunnik pitsiaKatiKasongulluni, uKâlatsiasongulluni, uKâlaKatiKatsiagiamillu ilisimaniKalluni
- kamatsiasonguniKalluni, sitontiminik kamatsiasonguniKalluni, sunaillu sittutigiagialet sakKisimangiKappata kamatsiasongulluni
- PisonguniKatsialuni suliaigigialimminik kamagijaulualugani
- IlisimautiKalluni Kagitaujanik ilauKasiutillugit: MicrosoftWord, Excel, amma Power Point pisonguniKalluni nutât Kagitaujammi sakKisimappata kamasongugiamik
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik

Ikajuvaligajuttuk:

- Tamâginginnik uKâlasongulluni Inuttitut Kallunâtitullu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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