

Secretary / Receptionist



Location:

Hopedale

Department:

Assembly

Term:

Temporary Full-Time (3 Months with Possibility of Extension)

Closing Date:

April 25, 2023

Responsibilities:

- Answer, direct and record telephone messages, faxes and answer general inquiries;
- Responsible for all outgoing mail and ensuring proper postage and mailing instructions;
- Greet general members of the public, including providing tours of the Nunatsiavut Assembly Building.

Qualifications:

- Diploma in Office Administration or combination of related training and work experience.

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:

Hopedaleimi

suliaKapvik:

Nunatsiavut katimajitsuanginni

Kanga:

SuliaKainnaKattaluni Ilonnâgut pingajunit takinit Ilatataugialagajttuk

killilipvinga:

Aprèl 25, 2023

kamagijatsat:

- kiuKattaluni, aitillugillu allaKattalugillu fonnijut misitjingit, sukkajukkut aullatigialet ammalu kiuKattaluni sunanik apitsotaujunik
- kamaKattaluni ilonnainik allaganik aullagialinnik stâmpiKatsiatillugit ammalu aullatigiangit tugâpvinginnik
- kamagiKattalugit inuit takugiattujut, KimiggutitsiKattaluni Nunatsiavut katimajitsuangata Illungani

Ilisimausigigialingit:

- NalunaikkutaKalluni SuliaKapvilagimmi SuliaKasongugiamik ubvalu adjinganik ilinniasimalluni suliaKasongugiamik ilisimalluni

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 suliamsiugutimilonnet ottugannimi.