

Secretary / Receptionist



Location:

Hopedale

Department:

Assembly

Term:

Permanent Full-Time

Closing Date:

June 14, 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:
SuliaKainnaluni Ilonnainik SitontiKalluni
killilipvinga:
Juni 14, 2023
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Ikajuvalliutaugajattuit:
• Tamâginnik uKâlasongugugialik Inuttitut Kallunâtitullu.

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.