

Human Resource Assistant

Location:

HVGB

Closing Date:

May 29, 2023

Summary:

The HR Assistant position will assist with conducting background and reference checks, schedule and help conduct interviews. The HR Assistant will help the HR staff with a wide range of administrative tasks which include filing, data entry and record keeping.

Duties Include:

- Recruitment process
- Data entry
- Filing, copying, scanning etc.

Qualifications:

- Youth between the ages of 15 to 30 years of age
- Social Insurance Number
- Qualified Beneficiary of the Labrador Inuit Land Claims Area

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

“explore your interests”

“learn skills & gain work experience”



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.

Inuligijet ikajuttisanga

Nani:
HVGB-imi
killilipvinga:
Mai 29, 2023
kamagijatsat:
Inuligijet ikajuttisanga ammajuk ikajuttiulunni suliatsasiujunik Kinijatiulunni ammalu ikajulluni. Inuligijet suliaKattunit ikajuKattaluni sullu ingiKautitsanginnit tigulaigalallunilusunanit kamagijaugialinnit suliaKapvimmi Suliagilattatit: - Suliatsasiujunnit kamajiulluni katitsuilunillu - Kaujimaugialinnit katitsuiKattaluni - Suliagijausimmajunnit, atjinginnit adjiliuKattaluni

Ilisimausigigialingit:
- Inosuttut jârilet 15-aminut 30-minit pitaKatluni - Sosial Insurans Nomaranik - Sulijumik Atugunnatumik Laradorimi Inuit Nunamik Satusaisimannimut AngiKatigegutinganut

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.



Aujami Suliatsak



NUNATSIAVUT
kavamanga Government



Nunatsiavut kavamanga atjigettisi Kattatuk suliatsasiuttunik tavatuak pigumajaulua Kattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut Angi Katigegutingani. Ottugajuit allasiasimak Kujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutim milonnet ottugannimi.