

Secretary Assistant

Location:

Hopedale

Closing Date:

May 29, 2023

Summary:

The Secretary Assistant Summer Student will assist staff across various departments within the Nunatsiavut Government Office Building in Hopedale receiving a wide array of exposure to different administrative tasks and functions.

Duties Include:

- Answering phone calls
- Check the mail daily
- Maintain office area

Qualifications:

- Youth between the ages of 15 to 30 years of a 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.

Alatik Ikajuttik Aujami Ilinniaviliajunut

Nani:

Hopedale-imi

killilipvinga:

May 29, 2023

kamagijatsat:

Tâna Allatik Ikajuttik Aujami Ilinniaviliajuk ikajuniattuk suliaKapvigalangit suliaKattingit Nunatsiavut kavamangani SuliaKapvinga Hopedale-imi âjautluni Kanutsuagalanik allatiugiagalannik.

Suliagilattatit

- Fonninit kiuKattalutit
- Allalittusianit kamaKattalutit
- SuliaKapvimik kamaKattalutit

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.



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