

Secretary / Receptionist



Location:

Happy Valley-Goose Bay

Department:

Finance, Human Resources & Information Technology

Term:

Temporary Full-Time (5 years)

Closing Date:

October 27, 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
- Maintain key log for distribution and receiving of keys for building and offices
- 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.

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Happy Valley – Goose Bayimi
suliaKapvik:
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Kaujisallutit:
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