

Secretary / Receptionist



Location:

Nain

Department:

Finance, Human Resources & Information Technology

Term:

Casual Call-In

Closing Date:

November 14, 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.

Nani:

Nainimi

suliaKapvik:

SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

Kanga:

Kangaulippat SuliaKajutsait

killilipvinga:

Novembera 14, 2023

kamagijatsat:

- kamatsiaKattaluni tujummitailitsilunilu itijuKappat suliaKapvimut
- Ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluammangâta atutsiagunnagaluammangâta, taimaittugalannik.
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nipiliuKattalugit pigiaKaguni, kiuKattaluni kinatuinnak sunanik Kaujigumappat
- AulatsiKattaluni katimaKatigejutsanik fonnikullu katimajutsanik
- ÂkKisuiKattaluni ingigganitsanik tujummiuvitsanillu
- AitsiKattaluni, âkKaiKattaluni tuniukKaiKattalunilu allalitjusanik
- kamatsiaKattaluni suliaKapvimi atugialet kamagijautsiagaluammangâta
- Kaujigatsanik, suliatsanik, asinginnilu allasimajunik KangattaigiattuKattaluni
- ÂkKisuiigiallaKattaluni kamatsiaKattalunilu suliaKattiujuit atinginnik fonningatalu numuranginnik
- kamatsiaKattaluni fonninik kiukatattiup suliaKapvinga tuappingattailigaluammangât takuminalluni, ilonnainik suliaKapvingani atugialinnik pitaKagaluammangât
- kamatsiaKattaluni ukkuat palangaigutjâsimagaluammangâta pigiasiguni suliaKanniminik kamaKattalunilu palangaitsimmangâta suliaKageguni
- IlinniatitauKattaluni katimaKatauKattalunilu pigiaKatuaguni
- Asinginnilu kamaKattaluni pigiaKaliguni

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapvimi kamajiusongunnimut pukkinippâmillu pingasuni jârini suliaKasimanniminut suliaKapvimi kamajiusongugiamut ilisimaniKalluni ammalu/ubvalu tamakkua atjinginnik ilinniagutiKasimalluni ilisimautiKallunilu
- Inunnik pitsiaKatiKasongulluni, uKâlatsiasongulluni, uKâlaKatiKatsiagiamillu ilisimaniKalluni
- kamatsiasonguniKalluni, sitontiminik kamatsiasonguniKalluni, sunaillu sittutigiagialet sakKisimangiKappata kamatsiasongulluni
- PisonguniKatsialuni suliagigialimminik kamagijaulualugani
- IlisimautiKalluni Kagitaujanik ilauKasiutillugit: MicrosoftWord, Excel, amma Power Point pisonguniKalluni nutât Kagitaujammi sakKisimappata kamasongugiamik
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik

Ikajuvaligajuttuk:

- Tamâginnik uKâlasongulluni Inuttitut Kallunâtittullu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttnagu matuttauvingata ullungani.

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



NUNATSIAVUT
kavamanga Government

