

Location:

Happy Valley-Goose Bay

Department:

Secretariat

Term:

Permanent Full-Time

Closing Date:

November 15, 2023

Responsibilities:

- Accept and coordinate design/print requests submitted to Nunatsiavut Visual Design.
- Visit external clients to solicit/secure potential design/print projects.
- Provide quotes to internal and external clients for design/print projects.
- Act as a liaison for Graphic Designers and clients, if required.
- Co-ordinate outsourced printing projects.
- Design client concepts in various medias (brochures, posters, etc.) as requested.
- Maintain internal project and financial reports for invoicing.
- Answer telephone calls, filing and other administrative duties as necessary.
- Order and distribute promotional materials/items.
- Travel as required.
- Other related duties as required.

Qualifications:

- 2 year Diploma in Business Administration from a recognized post secondary institution.
- 3-5 years relevant experience.
- Excellent interpersonal, organizational, oral and written communication skills.
- Self-motivated, disciplined and performance oriented.
- Excellent computer skills (graphic design experience would be an asset).
- Must be able to multi-task.
- Work as a member of a team.
- Have the ability to be creative in problem solving

Assets:

- Bilingual in Inuktitut and English

Contact:

careers@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:

Happy Valley – Goose Bay-mi, NL

suliaKapvik:

Nunatsiavut Aulatsivingani

Kanga:

SuliaKainnanialluni

killilipvinga:

November 15, 2023

kamagijatsat:

- Tigollasongulluni aulatsisongullunilu sananguatausonik/nenittausongullutik Kinuangujunik Nunatsiavummi Takugatsaujunik Sananguavingani.
- AiviKasongulluni ikajuttaugumajunik Kinigialluni/tigollagiattuluni suliangullutik sananguagatsaugajattunik.
- Kaujitsisongulluni KatsitogajakKomangâta suliaKapvimi silatânilu sananguagatsaulutik suliatsaugajattunik.
- Kaujitsijiusongulluni Sananguatinut ikajuttaugumajunullu pigiaKatuaguni.
- Aulatsisongulluni nenittilugit suliagijaugialinnik.
- Sananguasongulluni ikajuttaugumajuit takunnausingit malillugit sollu (atuagaliuttausimajunik, adjinguanillu Kangattagaujunik.) KinugajuKappat.
- kamasongulluni suliaKapvimi suliagijaugialinnik, kenaujaKutellu akilitsanik Kaujitsiutunik.
- Fonninik kiuKattasongulluni, allaKutinik piuliukKaisongulluni, asinginnilu kamagijaugialinnik kamasongulluni pigiaKatuaguni.
- Tikisaisongulluni tuniukKasongullunilu atuttaugialinnik.
- Aullasongialik pigiaKatuaguni.
- Suliagijangata adjinginnik pisongulluni pigiaKatuaguni.

Ilisimausigigialingit:

- NalunaikkutaKalluni maggoni jârenni ilinniasimanniminik ilitagijaujumi ilinniavitsuami.
- Pingasunit – tallimanut jârinut taimaittut adjinginnik suliaKasongunniKalluni.
- SonguniKalluni PikatiKatsiasongunnimik, kamatsiasongugiamik, uKâlatsiasongulluni, allasiasongulluni, KaujimauteKatiKatsiasongullunilu.
- katsungaittoluni, kamatsiasongulluni, suliaKatsiasongullunilu.
- Kagitaujanik ilisimauteKatsialuni (sananguagiamik ilisimauteKaguni piujogajammijuk.
- Atausiungitunik suliaKautiKasongulluni.
- Asimminik suliaKaKatiKatsiasongulluni.
- ApomautitsaKappat pisonguniKalluni âkKisisongunnimik.

Ikajotigijausot:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu

Kaujisallutit:

careers@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 suliatsasiugutimmilonnnet ottugannimi.