

SECRETARY / RECEPTIONIST

DEPARTMENT: HEALTH & SOCIAL DEVELOPMENT

TERM: CASUAL

COMMUNITY: NAIN

CLOSING: DECEMBER 21, 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

Benefits:

- 4% vacation pay

Contact:

careersonline@nunatsiavut.com

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

ALLATI/FONNINIK KIUKATATTIK

SULIAKAPVIK: KENAUJALIGINNIMUT, SULIAKATTULIGINNIMUT, KAGITAUJALIGINNIMULLU
KANGA: KANGAULIPPAT SULIAKAJUTSAIT
NANI: NAINIMI
KILLILIPVINGA: DECEMBER 21, 2023

kamagijatsat:

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

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapvimi kamajiusongunnimut pukkinippâmilla pingasuni jârini suliaKasimanniminut suliaKapvimi kamajiusongugiamut ilisimaniKalluni ammalu/ubvalu tamakkua atjinginnik ilinniagutiKasimalluni ilisimaustiKallunilu
- Inunnik pitsiaKatiKasongulluni, uKâlatsiasongulluni, uKâlaKatiKatsiagiamilla ilisimaniKalluni
- kamatsiasonguniKalluni, sitontiminik kamatsiasonguniKalluni, sunaillu sittutigiagialet sakKisimangiKappata kamatsiasongulluni
- PisonguniKatsialuni suliaigigialimminik kamagijaulualugani
- IlisimaustiKalluni Kagitaujanik ilauKasiutillugit: Microsoft-Word, Excel, amma Power Point pisonguniKalluni nutât Kagitaujammi sakKisimappata kamasongugiamik
- IlisimaustiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik

Ikajotigijausot:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtittullu.

Ikajuttaugotet:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni.

Kaujisaallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.