

Human Resource Assistant

Location:

Happy Valley-Goose Bay

Closing Date:

May 23, 2024

Summary:

The HR Assistant position will assist with conducting background and reference checks, schedule and help conduct interviews. The HR Assistant will help the HR staff with a wide range of administrative tasks which include filing, data entry and record keeping.

Duties Include:

- Recruitment process
- Data entry
- Filing, copying, scanning etc.

Qualifications:

- Youth between the ages of 15 to 30 years of age
- Social Insurance Number
- Qualified Beneficiary of the Labrador Inuit Land Claims Area

Contact:

careers@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.

Inuligijet ikajuttisanga

Nani:
Happy Valley-Goose Bayimi
killilipvinga:
Mai 23, 2023
kamagijatsat:
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Ilisimausigigialingit:
- Inosuttut jârilet 15-aminut 30-minit pitaKatluni - Sosial Insurans Nomaranik - Sulijumik Atugunnatumik Laradorimi Inuit Nunamik Satusaisimannimut AngiKatigegutinganut

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

