

SECRETARY/RECEPTIONIST

DEPARTMENT: FINANCE, HUMAN RESOURCES & INFORMATION TECHNOLOGY

TERM: CASUAL

COMMUNITY: HAPPY VALLEY-GOOSE BAY

CLOSING: MAY 17, 2024

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 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: Outlook, Microsoft Word & Excel.
- Knowledge of the Labrador Inuit culture and northern communities.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- 4% vacation pay with the option to accrue.

Contact:

careers@nunatsiavut.com

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

ALLATI/FONNINIK KIUKATATTIK

SULIAKAPVIK: SULIAKAPVINGA KENAUJALAGINNIMUT,
SULIAKATTILIGINNIMUT, KAGITAUJALIGINNIMULLU

KANGA: KANGAULIPPAT SULIAKAJUTSAIT

NANI: HAPPY VALLEY GOOSE BAY-IMI

KILLILIPVINGA: MAI 17, 2024

kamagijatsat:

- kamatsiaKattaluni tujummitailitsilunilu itjuKappat suliaKapvimut.
- Ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluummangâta atutsiagunnagaluummangâtalû, taimaittugalannik.
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nipiliuKattalugit pigiaKaguni, kiuKattaluni kinatuinnak sunanik Kaujigumappat.
- AulatsiKattaluni katimaKatigejutsanik fonnikullu katimajutsanik.
- ÂkKisuiKattaluni ingigganitsanik tujummiuvitsanillu.
- AitsiKattaluni, âkKaiKattaluni tuniukKaiKattalunilu allalitjusianik.
- kamatsiaKattaluni suliaKapvimi atugialet kamagijautsiagaluummangâta.
- ÂkKisuigiiallaKattaluni kamatsiaKattalunilu suliaKattiujujut atinginnik fonningatalu numuranginnik.
- kamatsiaKattaluni fonninik kiukatattiup suliaKapvinga tuappingattailigaluummangât takuminalluni, ilonnainik suliaKapvingani atugialinnik pitaKagaluummangât.

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapvimi kamajiusongunnimut pukkinippâmillu pingasuni jârini suliaKasimannimut suliaKapvimi kamajiusongugiamut ilisimaniKalluni ammalu/ubvalu tamakkua atjinginnik ilinniagutiKasimalluni ilisimaustiKallunilu
- Inunnik pitsiaKatiKasongulluni, uKâlatsiasongulluni, uKâlaKatiKatsiagiamillu ilisimaniKalluni.
- kamatsiasonguniKalluni, sitontiminik kamatsiasonguniKalluni, sunaillu sittutigiagialet sakKisimangiKappata kamatsiasongulluni.
- PisonguniKatsialuni suliagigialimminik kamagijaulualugani.
- IlisimautiKalluni Kagitaujanik ilauKasiutillugit: Microsoft-Word, Excel.
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik.

Ikajuttaugotet:

- 4% -timik nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni pitjutilimmik kenaujaliunnet akittugiannimik.

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

kamagijatsat:

- kamatsiaKattaluni ukkuat palangaigutjâsimagaluumangâta pigiasiguni suliaKanniminik kamaKattalunilu palangaitsimmangâta suliaKageguni.
- IlinniatitauKattaluni katimaKatauKattalunilu pigiaKatua-guni.
- Asinginnilu kamaKattaluni pigiaKaliguni.

Ikajuttauvalliutigigajattanga:

- Tamâginnik uKâlasongulluni Inuttitut Kallunâtitullu.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliamsiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKati-gegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliamsiugutimilonnet ottugannimi.
