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Kivalliq Inuit Association

SECRETARY RECEPTIONIST

The Kivalliq Inuit Association has an immediate job opening for a Secretary Receptionist. Reporting to the Executive Assistant, you will provide secretarial, receptionist and administrative support to the Association.

The successful candidate should have experience in the following:

- answer incoming telephone calls
- record daily staff attendance
- receive and distribute mail and faxes to appropriate staff
- make travel and accommodation arrangements for the Board and staff
- record and maintain minutes of all meetings
- computer literacy with word processing, e-mail and general office equipment
- maintain the Associations' filing systems
- acts as a back-up for a variety of office positions
- the ability to speak, read, and write in Inuktitut is required

Beneficiaries of the Nunavut Land Claim will receive full consideration and priority.

Salary and Benefits:

- salary based on qualifications
- competitive benefits package

Please fax or email resumé to:

Madeline Kaludjak

Acting Executive Director

Kivalliq Inuit Association

P.O. Box 340

Rankin Inlet, Nunavut X0C 0G0

Email: kivia@kivalliqinuit.ca

Fax: 867-645-2348

Phone: 1-800-220-6581 or 867-645-5732

Closing date: January 17, 2020 at 5:00 pm CST