

J O B O P P O R T U N I T Y

Northern News Services has an opening for a

Full-time
**ADVERTISING
ADMINISTRATIVE ASSISTANT**

Reporting to the Advertising Manager, the successful applicant will be responsible for processing advertising agency insertion orders.

Additional responsibilities may include but are not limited to: management and processing of incoming and outgoing correspondence, data entry and additional assistance as required by the Advertising Department. Experience in sales or customer service, along with a working knowledge of computers, including email usage, is essential. Experience with Facebook and Instagram posting is a definite asset.

Opportunity for commission sales on top of salary if desired.

To apply, please submit a resumé to:



Zerline Rodriguez
Northern News Services Ltd.
5108-50th Street, PO Box 2820
Yellowknife, NT X1A 2R1
Email: features@nnsi.com,
admanager@nnsi.com

No phone calls please. We thank all who apply, but advise that only the candidates selected for an interview will be contacted.