

# SECRETARY/RECEPTIONIST

**Department:** Health and Social Development

**Term:** Casual

**Community:** Hopedale

**Closing:** March 20, 2025

## 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.

## Contact:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

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

# ALLATI/FONNINIK KIUKATATTIK

**suliaKapvik:** kenaujaliginnimut, suliaKattulig-innimut, Kagitaujaliginnimullu

**Kanga:** Kangaulippat SuliaKajutsait

**Nani:** Hopedale-imi

**killilipvinga:** Mertz 20, 2025

## kamagijatsat:

- kamatsiaKattaluni tujummitailitsilunilu itijuKappat suliaKapvimut
- Ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluammangâta atutsiagunnagaluammangâtaluni, taimaittugalannik.
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nip-iliuKattalugit pigiaKaguni, kiuKattaluni kinatuinnak sunanik Kaujigumappat
- AulatsiKattaluni katimaKatigejutsanik fonnikullu katimajutsanik
- ÂkKisuiKattaluni ingigganitsanik tujummiuvitsanillu
- AitsiKattaluni, âkKaiKattaluni tuniukKaiKattalunilu allalitjusianik
- kamatsiaKattaluni suliaKapvimi atugialet kamagijautsiagaluammangâta
- ÂkKisuigiallaKattaluni kamatsiaKattalunilu suliaKattiujuit atinginnik fonningatalu numuranginnik
- kamatsiaKattaluni fonninik kiukatattiup suliaKapvinga tuappingattailigaluammangât takuminalluni, ilonnainik suliaKapvingani atugialinnik pitaKagaluammangât
- kamatsiaKattaluni ukkuat palangaigutjâsimagaluammangâta pigiasiguni suliaKanniminik kamaKattalunilu palangaitsimammangâta suliaKageguni
- Ilinniataukattaluni 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, uKâlaKatiKatsiagiamillu ilisimaniKalluni
- kamatsiasonguniKalluni, sitontiminik kamatsiasonguniKalluni, sunaillu sittutigiagialet sakKisimangiKappata kamatsiasongulluni
- PisonguniKatsialuni suliagigialimminik kamagijaulualugani
- IlisimautiKalluni Kagitaujanik ilauKasiutillugit: Microsoft-Word, Excel, amma Power Point pisonguniKalluni nutât Kagitaujammi sakKisimappata kamasongugiamik
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik

## Suliatsatâgutaugunnatut:

- Tamâginnik uKâlasongulluni Inuttitut Kallunâtittullu.

## Ikajuttaugotet:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni.

## Kaujisaallutit:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.