



SECRETARY/RECEPTIONIST STUDENT

Department: Finance, Human Resources & Information Technology

Location: Nain

Term: Summer Student

Closing Date: July 16, 2025

Responsibilities:

The Secretary/Receptionist Student will be responsible for assisting all aspects of secretarial duties that includes typing, answering the phone, faxing and maintaining files, ensuring all reception equipment is running and functional, etc.

Duties include:

- Greet and welcome visitors when they arrive at the building
- Answer, direct and record telephone messages answer general inquiries
- Ensure reception area is tidy and presentable, with all necessary stationery and material

Qualifications:

- Youth between the ages of 15 to 30 years of age
- Social Insurance Number

Contact:

careers@nunatsiavut.com

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

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.

ALLATI/FONNINIK KIUKATATTIK ILINNIALIGETTUMUT

Suliakapvik: SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

Nani: Nainimi

Kanga: Aujami Ilinniatutsak

killilipvinga: Joli 16, 2025

kamagijatsat:

Tâнна Allati/Fonninik kiukatattik Ilinnialigettumut ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluammangâta atutsiagunnagaluammangâtalû, taimaittugalannik.

Suliagilattatit:

- kamatsiaKattaluni tujummitailitsilunilu itijuKappat suliaKapvimut
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nipiliuKattalugit pigiaKaguni, kiuKattaluni kinatuinnak sunanik Kaujigumappat
- kamatsiaKattaluni ukkuat palangaigutjâsimagaluammangâta pigiasiguni suliaKanniminik kamaKattalunilu palangaitsimammangâta suliaKageguni

Ilisimausigigialingit:

- Inosuttut jârilet 15-aminut 30-minit pitaKatluni
- Sosial Insurans Nomaranik

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâtinnagu matittauvingata ullungani