

SECRETARY/RECEPTIONIST

Department: Finance, Human Resources & Information Technology

Term: Permanent Full-time

Community: Happy Valley-Goose Bay

Closing: September 5, 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 the Inuktitut and English language

Benefits:

- Competitive Paid Leave Package
- Travel Benefit
- Labrador Allowance
- Group insurance including health and dental
- Group pension

Contact:

careers@nunatsiavut.com

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

ALLATI/FONNINIK KIUKATATTIK

suliaKapvik: SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginni-mullu

Kanga: SuliaKainnaluni Ilonnanginnik SitontiKalluni

Nani: Happy Valley-Goose Bay-imi

killilipvinga: Setember 5, 2025

kamagijatsat:

- kamatsiaKattaluni tujummitailitsilunilu itijuKappat suliaKapvimut
- Ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik
- allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluammangâta
- atutsiagunnagaluammangâtal, taimaittugalannik.
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nipiliu-Kattalugit pigiaKaguni, kiuKattaluni kinatuinnak
- sunanik Kaujigumappat
- AulatsiKattaluni katimaKatigejutsanik fonnikullu katima-jutsanik
- ÂkKisuiKattaluni ingigganitsanik tujummiuvitsanilu
- AitsiKattaluni, âkKaiKattaluni tuniukKaiKattalunilu allalitju-sianik
- kamatsiaKattaluni suliaKapvimi atugialet kamagijautsiagaluammangâta
- ÂkKisuigiallaKattaluni kamatsiaKattalunilu suliaKattiujuut atinginnik fonningatalu numuranginnik
- kamatsiaKattaluni fonninik kiukatattiup suliaKapvinga tu-appingattailigaluammangât takuminalluni, ilonnainik
- suliaKapvingani atugialinnik pitaKagaluammangât
- kamatsiaKattaluni ukkuat palangaigutjâsimagaluammangâta pigiasiguni suliaKanniminik kamaKattalunilu
- palangaitsimammangâta suliaKageguni
- IlinniatitauKattaluni katimaKatauKattalunilu pigiaKatuaguni
- Asinginnilu kamaKattaluni pigiaKaliguni

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapvimi kamajiusongunnimut pukkinippâmillu pingasuni jârini suliaKasimanniminut suliaKapvimi kamajiusongugiamut ilisimaniKalluni ammalu/ubvalu tamakkua atjinginnik ilinniagutiKasimalluni ilisimautiKallunilu
- Inunnik pitsiaKatiKasongulluni, uKâlatsiasongulluni, uKâlaKatiKatsiagiamillu ilisimaniKalluni
- kamatsiasonguniKalluni, sitontiminik kamatsiasonguniKalluni, sunaillu sittutigiagialet sakKisimangiKappata kamatsiasongulluni
- PisonguniKatsialuni suliaigigialimminik kamagijaulualugani
- IlisimautiKalluni Kagitaujanik ilauKasiutillugit: MicrosoftWord, Excel
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik

Ikajuttauvalliutigigajattanga:

- UKâlasongulluni Inuktitut Kallunâtitullu

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagitttonimmi amma kigutiligijaunnimi
- katingautik utittitaugutik InutuKaunimmut

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâtinagu matuttauvingata ullungani.