

TRANSLATIONS FILING CLERK

Department: Language, Culture & Tourism

Term: Temporary Full-Time

Community: Nain

Closing: March 16, 2026

Responsibilities:

- Develop and maintain an electronic filing system, organized by department, to store translated documents.
- Work with Interpreter Translator Coordinator to gather all documents needed, including paper documents.
- Develop a system of prioritization to digitize paper copies of translated documents.
- Operate scanners and label printers to digitize and organize paper copies of translator documents within the NG, including historical documents that may precede the NG (such as the documents from the Labrador Inuit Association).
- Work with the IT Department to train Interpreter/Translator staff on proper use of the electronic filing system.
- Other related duties as required.

Qualifications:

- High school diploma.
- Strong computer skills and proficiency with office hardware (scanners, label printers, etc).
- Some working knowledge of electronic file types.
- Demonstrate good oral, interpersonal, written, communication and organizational skills.
- Good working knowledge of MS Word/Excel/Windows/Teams

Assets:

- Bilingual in Inuttut and English.
- Familiarity with navigating Sharepoint Online.

Benefits:

- 4% vacation pay with the option to accrue.
- Paid sick leave

Contact:

careers@nunatsiavut.com

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

ABLASÂNGUTITSIJITSAK NENIT- TIULLUNI ALLATITSIJIUGIAK

suliaKapvik: IlikKusiliginiimmut, Pinguatuliginimmut Niuggunimmulu

Kanga: Akuniulungitumi Ilonnainik SitontiKalluni

Nani: Nainimi

killilipvinga: Mertz 16, 2026

kamagijatsat:

- ÂkKisigialik amma piulimatsiKattaluni Kagitaujatigut nenitsijitsamik, kKisuttausimajunik suliaKattinut, UKat-inut suliajiausimajunut allaKutet piuliuKaiKattaluni
- SuliaKatiKatsialuni blas ngutitsijiup aulatsijinganit katitsuilutit ilonnanginnik suliajiaugesimajunit, ammalu alakkasâjanik suliajiausimajunik
- SakKititsiKattalluni Kagitaujatigut kKisetsiaKattaluni sivulliutitsigiamut kamagijaugesimajunit ablasangutitsijiup suliajisimajanginnik
- ÂkKisuiKattaluni atjiliugutinnik Kagitaujatigut amma allataugesimajunit amma kKisuiKattaluni alakkasâjanik ablasangutitsijinut pijagettausimajunut NG-ni (sollu alla-Kutet Labradorimi Inuit katutjiKatigenninganit)
- SuliaKatiKaKattaluni IT suliaKatinginnik ilinniatsiluni uKattinik/Ablas ngutitsijinik suliaKattinik, Kanutsialu atugiamik Kagitaujatigut nenittugiamik
- Asigiallanginnik tamakkua atjinginnik suliaKatiKaKattaluni pigiaKaliguni

Ilisimausigigialingit:

- Ilinniavitsuamit NalunnaikutaKagiaKalluni
- Pitsatujummik Kaujimagelluni Kagitaujanik amma Kaujimatsialuni suliaKapvimi Kagitaujakkogutinnik (Kagitaujatigut atjiliugisonik, atilinnik atjiliugutinginnik asinginnilu)
- Kaujimatsiagelluni Kagitaujatigut nenitsigiamik
- Aullasiasongujutsak uKâlatsiasongulluni, Kaujimagelluni sulianik MS Word/Excel/Windows/katingaKatigennik
- SuliaKatiKatsiaKattaluni, allasiatsuaKattaluni, uKâlaKatiKatsialunilu amma pannaigutiKatsiasongulluni

Ikajuttauvalliutigigajattanga:

- Tam ginnik Inuktitut Kallun titullu uK lasongulluni allasongullunilu
- Kaujimagellunilu Kanuk atugiamik Kagitaujatigut atujauKattatuk Kaujisautiutluni

Ikajuttaugotet:

- 4% -timik nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni pitjutillimmik kenaujaliunnet akittugianimmik.
- Kanimaliguni suliaKagani akilittutaulluni

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.