

ADMINISTRATIVE ASSISTANT

Department: Affairs

Term: Permanent Full-Time

Community: Makkovik

Closing: July 16, 2026

Responsibilities:

- Address staff and client inquiries or requests in a welcoming and professional manner
- Determine the nature of requests from visitors/clients and where possible, provides information to the client. In circumstances where information is not readily available, identifies the most appropriate action to be taken and expedites requests accordingly
- Create and maintain the central filing system and tracking for invoice, tenders, contracts and service agreements. This includes but not limited to sending deadline reminders to staff to submit reports and maintaining copies of proposals, reports and approved agreements.
- Ensure that incoming correspondence is received and communicated to appropriate staff in a timely manner
- Take minutes that accurately reflect the decisions and discussion in various meetings. Preparation and distribution of minutes so that communications are clear.
- Preparing/formatting correspondence appropriately for various external audiences.
- Maintain and implement digital and paper filing systems
- Arrange travel and accommodations
- Creating and reconciling expense reports on behalf of other staff members for submission to finance
- Schedule and book of various meetings/conferences
- Completion of purchase requisitions and obtaining appropriate approval to meet requests and submit to the Finance Division
- Provides assistance in preparation for events when required

Qualifications:

- Two (2) year diploma course in Office Administration with 3-5 years related working experience. Combination of relevant education and/or experience will be considered
- Strong organizational, time management and resolution skills
- Ability to perform duties under minimal supervision in a fast-paced work environment
- Proficient computer skills including: Microsoft Word, Excel, and PowerPoint with the ability to master new software applications easily.
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Willingness to travel to Nunatsiavut Communities
- Knowledge of the Labrador Inuit culture and northern communities

Assets:

- Bilingual in Inuktitut and English

Responsibilities:

- Maintain a high level of confidentiality with sensitive information
- Provide coverage for the Secretary/Receptionist whenever necessary
- Travel as required
- Other duties as required

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.

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.

SuliaKapvinga: Nunatsiavut Aulatsivinga

SuliaKautigigialingit: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Makkovik-imi

killilipvinga: Joli 16, 2026

kamagijatsat:

- kamaKattaluni suliaKattet kamagijaugialellu apigiutigijanginnik upvalu Kinuagijanginnik pitsianikkut pilluangunikkulu
- Kimigguluni Kinuagijaujunik pulåttinit/kiggatuttanit nanituinnak, KaujitsiKattaluni kiggatuttinik. Ilangani Kaujisautiusimajuit atuinnaungippata, nalunaitsiKattaluni pitsiagiaKanninginnik amma sukkajumik åkKsiKattaluni Kinugautinik uKausingitigut
- ÅkKisuiKattaluni piulimatsiKattalunilu katitsutausimajunik kamausinnilu Kinugautinik, akilittaugialinnik, atuttaugutigijaujunik ikajosinnulu angiutinik. IlaKasiutjitillugit tåvatuak tåkkuatotinnagit KaujitsigiallaKattaluni killilipviujuni suliaKattinut åtsigiamut Kaujitsiutinik amma piulimatsiluni Kinugautinik, Kaujitsiutinik amma angiutautitsisimajunillu angiutinik
- kamatsiaKattaluni allaliljusiat pitågijautsiamangåta åjaummangåtalu tåtsumungatsiak suliaKattimut uplomalgatillu
- AllasiaKattaluni katimautausimajunik kajusiutjausimajunik uKålautausimajunillu katimaKatigennimi. AtuinnauguttigiKattaluni åkKaiKattalunilu allasimajunik katimautausimajunik Kaujimajautsianiammata
- AtuinnauguttigiKattaluni/allasiaKattaluni Kaujimajaugialinnik atjigengitunut silatimmiunut
- AtuinnauguttigiKattaluni atuliaKittisiKattalunilu Kagitaujatigut allasimajutigullu piulimatsigusiujumik
- ÅkKisuiKattaluni iniggautitsanik tujummiuvitsanillu
- ÅkKisuiKattaluni amma KujaliKatigennimik kenaujait atuttaugialinnik Kaujitsiutinik pillugit asinginnik suliaKattinut åjaugialinnik kenaujaligijinut
- ÅkKisuiKattaluni atuinnauguttigiKattalunilu atjigengitunik katimanitsanik/katingaKatigennisanik

Ilisimausigigialingit:

- NalunaikkutaKalluni maggonik jårennik ilinniasimanniminik Suliapvimi Aulatsijusongugiamik pingasunit tallimanut jåri taimaittumik suliaKasimannikKalluni. Taimaittumillu ilinniasimanniKaguni amma/upvalu ilisimautiKaguni isumagijauluagajattuk;
- Songujumik kamatsianiKalluni, sitontiminik kamatsialuni suliaKatsiasongulluni, apomautitsaKalippat åkKisusonguniKalluni
- kamagigialimminik kamasongunniKalluni tiliuttaulualugani suliatigut tuaviutigialittigut
- IlisimanniKalluni Kagitaujanik: Microsoft Word, Excel, amma Powerpoint pisongunniKalluni ilisagasongunnamik atugiamik asinginnik nutånik Kagitaujanik;
- kamatsiasongulluni kamagitsigialinnik apomautitsaKalippalu åkKisusongunniKalluni;
- Piujumik allasongunniKalluni uKausitigullu KaujimaustiKatiKatsiasongulluni;
- Namutuinnak aikatasongulluni Nunatsiavut nunagijanginnut;
- IlisimautiKalluni Labrador-rimi Inuit ilukKusinginnik taggånimiullu nunagijanginnik

Atuvalligajattut:

- Kaujimajuni suliaKausijagalangit pigiaKanninginnik Inuttut Kallunåtitullu uKålasonguguni

kamagijatsat:

- ÂkKisuiKattaluni niuvinniagutitsanik angiutaustiapatalu âKattalugit kenaujaligijet suliaKapvinganut
- IkajuKattaluni pannaijuKappat sugalagiamik pigiaKaliguni
- PiulimatsiKattaluni puttunitsaujunik siammatitaugiaKangitutigit Kaujisautiusimajunik
- Allatiup fonninik kiukatattiup ininganeKattaluni pigiaKaliguni
- AullaKattaluni pigiaKatuaguni
- Asinginnik suliaKaKattaluni pigiaKatuaguni

Ikajuttaugotet:

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

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimilonnet ottugannimi.