NUNATSIAVUT
kavamanga Government

SECRETARY/RECEPTIONIST

Department: Finance, Human Resources & Information Technology
Term: Permanent Full-Time
Community: Makkovik
Closing: December 10, 2026

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 inquires
- 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 English and Inuktitut;

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.

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ALLATI/FONNINIK KIUKATATTIK

suliaKapvik: kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

Kanga: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Makkovik-imi

killilipvinga: December 10, 2026

kamagijatsat:

- kamatsiaKattaluni tujummitailititsilunilu itijuKappat suliaKapvimut
- Ilonnainik kamagialik allatiup sulianginnik, ilauKasiutillugit nenitsiKattanik, fonninik kiuKattanik, kamaKattanik
- allaKutinnik, kamatsiaKattaluni allatiup piKutigalanginnik ingiggasiagaluammangâta
- atutsiagunnagaluammangâtalu, taimaittugalannik.
- kiuKattaluni, fonnikut uKâlattuKalippat fonnijuKappalu nipiliuKattalugit 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
- IlinniatitauKattaluni katimaKatauKattalunilu pigiaKatua-

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 suliagigialimminik kamagijaulualugani
- IlisimautiKalluni Kagitaujanik ilauKasiutillugit: MicrosoftWord, Excel
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik tagganilu nunalet nunanginnik

Atuvalligajattut:

- Tamâginnik uKâlasongulluni Inuttitut Kallunâtitullu.

Ikajuttaugotet:

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

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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