

Inuvik Housing Authority

has an opening for an experienced

ADMINISTRATION CLERK

Qualified applicants will have:

- minimum grade twelve or equivalent
- minimum two years experience in a computerized office
- ability to plan, organize and structure duties
- experience handling cash and record keeping
- good public relations skills
- able to use standard word-processing, and spreadsheet software (MS Office)
- experience with ACCPAC or other accounting software would be an asset
- **must be reliable and punctual**

For further information on this position you may call Climate Muyambo, Finance Manager at 777-2924.

Resumés with references will be received at the Administration Office in the Semmler Building, or by mail to P.O. Box 2198, Inuvik X0E 0T0, or by fax to 867-777-3353 **until 5:00 pm, Wednesday, February 8, 2012.**

Thank you for your interest. Only those applicants to be interviewed will be contacted