

**Northern Gateway Consulting
Services Ltd. (NGCS)**

DATA ENTRY CLERK X 2
Full-Time

High school diploma, Avg 50WPM, some administrative duties, familiar with MS Office and Adobe Suites. \$20.50 per hour.

BOOKKEEPER
Full-Time

Keep financial records, general ledgers, tax remittance, and perform payroll. College diploma, and 3+ years of experience. \$25.00 per hour.

OFFICE SUPERVISOR
Full-Time

Ability to supervise up to 10 staff. Bachelor's degree, and 3+ years of experience in office administration and HR management. Background in employment placement and accounting is highly valuable. Ability to speak any of the main languages from China, Japan, Philippines, or India is highly valuable. \$33 per hour.

RECRUITMENT SPECIALIST
Full-Time

Prepare and implement recruitment plan, interview and screen recruits. Bachelors degree, and 3+ years of experience in HR management or staff recruitment is a must. Willing to travel (30%, including overseas). Ability to speak any of the main languages from China, Japan, Philippines, or India is highly valuable. \$32 per hour.

All of the above positions are internal hires located in the Yellowknife office. Please send resumé to jobs@norgateway.com. Only qualified applicant shall be contacted for interview, thank you for your interest in Northern Gateway.