employment opportunity

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Nunavut Arctic College

SECRETARIAL SUPPORT/ RECEPTIONIST

Indeterminate

Nunavut Arctic College
Nunavut Trade Training Center
RANKIN INLET, NUNAVUT

If there is no successful NLCB this position will be offered as a three (3) yr Term

This position is located in Rankin Inlet and reports to the Director, Trades and Technology. The incumbent will perform administrative and reception duties in support of the educational and administrative programs of the Nunavut Trades Training Center of Nunavut Arctic College. The incumbent will act as a receptionist and as administrative assistant performing general office duties such as filing, typing, arranging incoming and outgoing correspondence, setting up meetings and appointments. The incumbent also prepares material, such as briefing books, business case documentation and information related to curriculum development, etc. for the Director.

The successful candidate will have obtained an academic grade 12 diploma or equivalent is required; plus a certification from recognized postsecondary secretarial or office administration program and will have experience working in a secretarial environment.

This position is included in the Nunavut Employee's Union and the salary is currently under review. In addition to the salary and benefits package, you would also receive a Northern Living Allowance of $18,517.

This position is currently not eligible for Government Housing.

CLOSING DATE: February 17, 2012

COMPETITION #: 051-020312-SSR

Submit Applications to:

Manager, Human Resources
Nunavut Arctic College
PO Box 230
Arviat, NU X0C 0E0
Tel: 867-857-8632 Fax: 867-857-8620
E-mail: Elaine.prusky@arcticcollege.ca

- *The Government of Nunavut is committed to creating a more representative workforce, to better understand and serve the needs of Nunavummiut.*
- *Priority will be given to Nunavut Land Claims Beneficiaries.*
- *Only the candidates selected for interviews will be contacted.*
- *Equivalencies may be considered.*
- *Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.*