ᑭᕙᓪᓕᕐᒥ ᐃᓄᐃᑦ ᑲᑐᑦᔨᖃᑎᒌᑦ
Kivalliq Inuit Association
ᑎᑎᖃᐅᓯᕕᖓ/P.O. Box 340, ᑲᖏᖅᓕᓂᖅ Rankin Inlet, ᓄᓇᕗᑦ Nunavut X0C 0G0
ᐅᖃᓗᑕ/Tel: (867) 645-5725 ᓱᑲᔪᑯᑦ/Fax: (867) 645-2348 Toll free: 1-800-220-6581

EMPLOYMENT OPPORTUNITY

Administrative Officer

The KIA has an immediate job opening for an Administrative Officer. Reporting to the Director of Implementation and Planning, you will provide administrative and secretariat support to the Chair of Implementation Committee.

The Administrative Officer will assist both KIA and AEM to ensure that certain provisions of the IIBA are implemented. A highlight of roles and responsibilities include:

- Coordinate meetings and communications with an On-Site Working Group, the Business Opportunities, Employment and Culture and Implementation Committees.
- Provides administrative support to Committee Chairs
- Facilitate communications between KIA and AEM officials;
- Provide logistical support for all committee meetings and activities;
- Ensure the preparation and circulation of committee agendas, documents and development of meeting minutes;
- Participate in the establishment and maintenance of a KIA records\document management system; and,
- Any other responsibilities and duties as defined by the Implementation Committee.

Skills Required

- Strong interpersonal and communication skills and the ability to work effectively with a range of individuals in a diverse environment;
- Ability to create, compose and edit written materials;
- Excellent verbal and listening communications skills;
- Ability to make administrative and procedural decisions on sensitive issues.
- Be able to maintain confidentially;
- Exceptional organizational abilities and time management skills;
- Ability to meet deadlines, multitask and prioritize workload;
- Strong computer skills and excellent knowledge of MS Office programs; and,
- Ability to work with minimal supervision

Knowledge

- Nunavut Land Claims Agreement;
- Office management and project management principles and procedures; and,
- The regions cultural and political environment,
- Ability to speak and write Inuktitut would be an asset.

Education & Experience

ᐃᒡᓗᓕᒫᕐᔪᒃ- CHESTERFIELD INLET/ᖃᒪᓂᑦᑐᐊᖅ-BAKER LAKE/ᑲᖏᖅᓕᓂᖅ-RANKIN INLET/ ᑎᑭᕋᕐᔪᐊᖅ-WHALE COVE/ᓴᓪᓕᖅ-CORAL HARBOUR/ᓇᐅᔭᑦ-NAUJAAT/ᐊᕐᕕᐊᑦ-ARVIAT

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- College level management studies (equivalences will be considered);
- 2-5 years of experience in office administrative duties;
- Experience coordinating, scheduling and preparation of meetings;
- Experience in writing minutes meeting and planning professional meetings; and,
- Experience in working alone with minimal supervision.

Salary and Benefits:

- Salary based on qualifications
- Competitive benefits package

Please submit a résumé to:

Annie Tattuinee, Director of Planning and Implementation
Kivalliq Inuit Association
P.O. Box 340
Rankin Inlet, NU
X0C 0G0
Email: atattuinee@kivalliqinuit.ca

Closing Date: Friday, January 19, 2017, 5:00PM Central Time

Only those selected for interviews will be contacted.