Kivalliq Inuit Association
ᑭᕙᓪᓕᕐᒥ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖅᑲᑎᑦᑎᑦ

ᑎᑎᖅᑲᖅᑲᕐᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY

CASUAL RECEPTIONIST/SECRETARY

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Arviat

ᖃᒪᓂᑦᑐᐊᖅ
Baker Lake

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Chesterfield Inlet

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Coral Harbour

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Naujaat

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Rankin Inlet

ᑎᑭᕋᕐᔪᐊᖅ
Whale Cove

The Kivalliq Inuit Association (KIA) is seeking a professional, reliable, organized, and people-oriented individual to fill our receptionist/secretary position on a causal basis.

This position is ideal for someone who enjoys working with people, has experience performing administrative tasks, and has excellent communication and organizational skills.

Key responsibilities include:

- Assisting with travel arrangements and itineraries
- Answering phone and responding to inquiries
- Greeting and assisting clients/visitors
- Scheduling appointments
- Filing, data entry, and general office administration
- Providing day-to-day administrative support

The ideal candidate **must be fluent in both English and Inuktitut**, have strong communication and interpersonal skills, excellent organizational and time-management abilities, familiarity with using computers, email, and online booking systems.

Previous receptionist, secretary, administrative experience is an asset.

If you are interested in this opportunity, please submit a copy of your resume to:

kivia@kivalliqinuit.ca

Department of Human Resources
PO Box 340
Rankin Inlet, NU
1-867-645-5765