

Government of Nunavut Employment Opportunity

Manager, Administrative Services
Department of Executive & Intergovernmental Affairs
Iqaluit, Nunavut

The Manager, Administrative Services is responsible for providing a full range of administrative support and office management services to the Department. The incumbent provides strategic support in administration for the department, includes dealing with the office equipment, inventory, staff travel and leave & attendance. The incumbent will also share document verification with the staff of the division(s) to ensure that administrative reporting objectives are met in the efficient and accurate manner within the division(s). You as the successful candidate will also supervise and coordinate the Receptionist position and the Executive Services Officer.

To be invited for an interview; you will have a diploma in Office Administration; Business Administration; or other related discipline, with at least two (2) years of related work experience in office and records and information systems management including at least one (1) year in a supervisory role. Equivalencies including post secondary training or course work in office administration; office management; business administration or other related training and a minimum of five (5) years experience in office management with experience in records and information systems management with two (2) or more of those years in a supervisory role may be considered.

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset. Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered

If there is no successful Nunavut Land Claims Beneficiary this position will be offered as a 3 year term.

This position is excluded from the Nunavut Employees Union and has a starting salary of \$71,624.00 per annum, plus \$1,500.00 for bilingual bonus and a Northern Allowance of \$15,016.00 per annum.

REFERENCE: #02-500090 Closing Date: February 3, 2012 at Midnight EST

SUBSIDIZED STAFF HOUSING IS NOT AVAILABLE



Write to: Department of Human Resources
Government of Nunavut,
P.O. Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
Phone: (867) 975-6222 Toll Free # 1-888-668-9993
Fax: (867) 975-6220 e-mail: gnhr@gov.nu.ca

- *The Government of Nunavut is committed to create a more representative workforce, so that it can 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.*
- *Job descriptions may be obtained by fax or email*
- *Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.*