

SECRETARIAL SUPPORT/RECEPTIONIST

**Nunavut Arctic College
Nunavut Trades Training Center
Rankin Inlet, NU**

Indeterminate

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 & 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 & 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 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.*
- *Equivalencies may be considered.*
- *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.*