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Nunavunmi Parnaiyit  
Nunavut Planning Commission  
Commission d'Aménagement du Nunavut

The Nunavut Planning Commission, an Institution of Public Government established under the Nunavut Agreement, invites applicants to apply for the position of Executive Assistant/Office Administrator is **located at the Commission's office in Iqaluit**. The Commission offers **Isolated Posts Allowances** and a **Vacation Travel Assistance**, as well as a **good pension plan, and benefits package, including health, dental and vision**.

Reporting to the Executive Director, and the day-to-day direction of the Directors and Managers of the Commission, the Executive Assistant/Office Administrator is responsible for providing clerical, administrative and executive support, document and data management and storage for three Commission offices.

We are looking for the ideal candidate with a **Degree in Business Administration with 5 years' directly related experience. Equivalencies will be considered.** If required, the incumbent must be willing to take further educational program related to administration.

COVID-19 vaccination is a mandatory condition of employment. **A proof of COVID-19 vaccination must be submitted with the candidate application.**

#### KNOWLEDGE, SKILLS, AND ABILITIES

The applicant should have:

- Complete fluency in English and Inuktitut; French is an asset.
- Ability to handle office equipment such as telephone system, printer, copier, scanner, postage meters, etc.
- Proficiency with office productivity tools and aptitude for learning new software and systems (Microsoft 365, Adobe, Emails, Dropbox, Sage 50, etc.).
- Experience preparing of letters, briefing notes, schedules, agendas and meeting packages.
- Experience sorting, processing, and verifying receipts, expenditures, travel and expense claim forms.
- Experience doing cost analysis.
- Experience organizing meetings or public events.
- Experience booking travel arrangements.
- Experience ordering and receiving goods and office supplies.
- Able to file electronic and paper documents and maintaining good recordkeeping system.
- Able to work under strict timelines and deal with the pressure of the position while maintaining a good spirit.
- Ability to work in an ever-changing work environment with some degree of ambiguity.
- Strong organizational skills
- Good planning and prioritizing skills
- Experience working with Inuit and in a cross-cultural environment.
- Must be prepared to travel and work after regular hours, weekends to complete tasks as and when required.

Email your cover letter and résumé to [HR@nunavut.ca](mailto:HR@nunavut.ca) and [amainville@nunavut.ca](mailto:amainville@nunavut.ca)

For the full job description, please visit our website at <https://www.nunavut.ca/about-commission/npc-employment-opportunities>  
Or contact our Human Resources Officer, Audrey Mainville at (867)979-3444

**Deadline for Application is February 21<sup>st</sup>, 2025, 5:00 pm EST.**

If a suitable candidate is not found, the job competition remains open until filled.

**This employment opportunity is restricted to the persons residing in Nunavut enrolled under the Nunavut Agreement only.**

**Housing is provided with this position.**

*We thank all applicants; however, only those selected for an interview will be contacted.*