

# Office Administrator



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Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi-service non-profit organization serving Inuit children, youth, and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

<b>Position #</b>	2024 - 130
<b>Position Title</b>	Office Administrator
<b>Posting Date</b>	August 27, 2024
<b>Start Date</b>	ASAP
<b>Hours</b>	37.5 hours – Monday-Friday, with occasional evening and weekend hours required
<b>Position Status</b>	Full-time, indeterminant
<b>Salary Range</b>	Inuuqatigiit Centre offers a competitive wage and benefit package

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## POSITION SUMMARY

Under the direct supervision of the Executive Director, the Office Administrator provides administrative support to the Executive Director and acts as the office administrator for Inuuqatigiit Centre. The Office Administrator promotes a harmonious workplace by maintaining clear communication, handling correspondence. The position also assists with the organization and maintaining the administrative, financial, and programming administration as required.

## KEY DUTIES AND RESPONSIBILITIES

- Be the first point of contact for all phone calls to Inuuqatigiit Centre; direct phone calls to appropriate people within Inuuqatigiit Centre.
- Keep inventory of and order office supplies.
- Maintaining visa receipts and ensuring that they are coded and sent to finance for processing.
- Provide support to the Inuuqatigiit Centre leadership team and the Executive Director with regards to logistical requirements for Board meetings, all correspondence, internal and external communications, scheduling meetings, maintaining calendars.
- Maintain administrative files and binders in orderly, up-to-date, and confidential manner.
- Maintain record of employee birthdays and service start dates and help with organizing employee recognition.
- Support Program Managers and Coordinators with administrative tasks as required.
- Coordinate and assist with Community and Staff Events.
- Adhere to all Inuuqatigiit Centre policies and procedures including Oath of Confidentiality
- Other duties as required

## WORKING RELATIONSHIPS

- Develop and maintain positive and professional relationships with co-workers, and families

- Takes initiative in providing administrative supports to senior staff
- Participate in regular management, staff and other meetings as required.
- Assist in the planning and preparation of Inuuqatigiit Centre community events, (e.g. AGM, Christmas Party, Inuit Day).
- Professional presentation as first point of contact for Inuuqatigiit Centre.
- Communicate effectively with the public; and
- Knowledgeable about all Inuuqatigiit Centre programs and staff.
- Participate in professional development as required or recommended by supervisor.

## **WORKING CONDITIONS**

- Work regular and consistent weekly hours of work.
- Ensure personal safety precautions are observed at all times; and
- Follow Health & Safety guidelines for the COVID-19 pandemic.

## **KNOWLEDGE AND SKILLS**

- Ability to speak Inuktitut.
- Ability to communicate effectively orally and in writing in English.
- Ability to function effectively in a high stress, high noise environment
- Strong computer skills.
- Highly organized, efficient, and accurate and able to take initiative
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## **QUALIFICATIONS & REQUIREMENTS**

- Must be of Inuit descent.
- High school diploma required.
- Experience working with Inuit or Indigenous communities an asset.
- Office administration and reception experience.

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department, at [jobs@inuugatigiit.ca](mailto:jobs@inuugatigiit.ca)

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***Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.***

***When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.***

***We thank all who apply for this position. Only those applicants selected for an interview will be contacted.***