

# Administrative Assistant



---

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>	2022 - 27
<b>Position Title</b>	Administrative Assistant
<b>Posting Date</b>	August 24, 2022
<b>Closing Date</b>	September 5, 2022
<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

---

## POSITION SUMMARY

This is a blended role, providing supports to the Executive Director as well as the Finance and Human Resources departments. This position performs administrative tasks that support efficient and effective systems across the organization, including purchasing, bookkeeping, HR documentation and communications and site maintenance. This is an on-site position, working from the office 5 days per week.

## KEY DUTIES AND RESPONSIBILITIES

- Maintain established administrative systems and support to the Executive Director, HR and Finance operations teams
- Provide support to the Executive Director with regards to logistical requirements for Board meetings and special events, all correspondence, internal and external communications, scheduling meetings, maintaining calendars
- Processing invoices related to program expenses
- Prepare, report and make deposits at the bank
- Assist management and finance team in cheque requisitions and approval process
- Participate in recruitment tasks including but not limited to organizing interviews, participating in interview panels, intake of new employees
- Maintain HR files in conjunction with the HR Administrator
- Assist with organizing the employee training schedule and tracking of completion
- Provide support at meetings, including taking minutes
- Support Program Managers and Coordinators with assigned administrative tasks
- Manage office supplies inventory and ordering
- Other HR, finance and general administrative duties as assigned

## WORKING RELATIONSHIPS

- Develop and maintain positive and professional relationships with the management team, co-workers and the children, and families supported by the organization

## WORKING CONDITIONS

- Work regular and consistent weekly hours of work
- Physical ability to access three-story building
- Demonstrate stress management and energy in interacting with children and parents

- Ensure personal safety precautions are observed at all times

### **KNOWLEDGE AND SKILLS**

- Inuit descent preferred
- Inuktitut is a strong asset
- Ability to communicate effectively orally and in writing
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment
- Good computer skills
- Highly organized, efficient, and accurate and able to take initiative

### **QUALIFICATIONS & REQUIREMENTS**

- Experience working with Inuit or Indigenous communities preferred
- Secondary School Diploma required, or equivalent
- Formal training and/or education in office administration is preferred
- A minimum of two years experience working in an office environment supporting HR and/or Finance teams
- Strong Microsoft Office skills essential
- Vulnerable Sector Check required
- Medical certification of good health and record of up-to-date immunizations
- TB Test, if applicable; COVID-19 vaccine (Dose 1 &2, Booster)
- First Aid/CPR Certification (or willingness to become certified).

**Please apply with a cover letter and up-to-date resume by Sept 5/22 to:**

Human Resources Department, at [jobs@inuuqatigiit.ca](mailto:jobs@inuuqatigiit.ca)

---

***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.***