



Qikiqtani Inuit Association is a non-profit organization with the mandate to protect and promote Inuit rights and values, with specific obligations under the Nunavut Agreement.

**Administrative Assistant/ Project Management Trainee
Iqaluit, Nunavut
Three-Year Term**

Qikiqtani Inuit Association (QIA) is seeking an experienced and highly motivated individual to fill the role of Administrative Assistant/ Project Management Trainee. This position will provide administrative support services providing efficient and effective execution of departmental activities to enable the smooth operation of the office of Department of Major Projects.

The primary focus will be for the candidate to provide assistance with the implementation of the Mary River Project. Duties will include assisting with internal organizational tasks, internal and external communication, providing assistance in meetings by taking minutes. A successful candidate must be willing to train towards earning a Project Management Professional (PMP) designation.

The administrative Assistant/ Project Management Trainee will process incoming correspondence, serve as a point of contact for incoming calls, enquiry emails, walk in traffic, electronic filing and data management, travel, hotel arrangements, and reconcile corporate expenses for the department.

The ideal candidate will be able to demonstrate past experience as an internal administrator with effective time management skills to meet departmental objectives. The candidate will come with experience in problem solving skills and prior knowledge on how to set priorities in a way that meet with departmental objectives.

The position requires a combination of relevant education and experience. Success in this position requires one to three years of experience in a related administration occupation and exposure to project management. Experience working with the Inuit communities of the Qikiqtani region coupled with fluency in Inuktitut would be desired. A successful candidates would be previously assessed by past managers as highly organized, independent and efficient workers with the ability to manage numerous projects at the same time while always meeting deadlines.

The desired candidates will be proficient in the use Microsoft Office suite products, administrative procedures, communications, records management, and office supplies. The position will require occasional remote travel for durations of up to one week.

Applications can be delivered in person or by mail to:

David McAdams
Qikiqtani Inuit Association
Igluvut building, 2nd floor
P.O. Box 1340
Iqaluit, NU X0A 0H0

Tel: (867) 975-8400
Fax: (867) 979-3238

Email: Resumes@qia.ca

CLOSING DATE: Open until Filled