



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 Land Claims Agreement.

**Manager of Administration
Iqaluit, Nunavut**

Qikiqtani Inuit Association (QIA) is seeking an experienced and highly motivated individual to fill the role of Manager of Administration. This position will oversee and support a number of core functions for the Department of Executive Office.

The primary focus will be management of personnel records, office administration, and translation services. Other duties will include providing executive level support to the executive director, the assistant executive director as well as overseeing general office management including asset management, inventory, procurement of contracts and office supplies and preparing material for the QIA executive and board of directors.

The Manager of Administration will function as a supervisor assigning work and responsibilities to subordinate staff to ensure the functions of the executive office are carried out in a timely manner with an eye to perfection. Additionally, the Manager of Administration will coordinate the services offered under the executive office and assist the other departments in providing expert advice and quality delivery of services.

The ideal candidate will excel in managing internal organization; delivering effective internal and external communications, planning, staff coordination and supervision. The candidate will be required to work outside regular hours of operation as well as away from the QIA office while touring Nunavut communities.

The position requires a combination of relevant education and experience. Success in this position demands strong leadership skills and demonstrated experience in executing administrative projects. Candidates will be 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 Microsoft Office suite of products, administrative procedures, records management, procurement of contracts and office supplies, board of director procedures and will have worked previously for an executive management team.

Applications can be delivered in person or by mail to:

David McAdams

Tel: (867) 975-8400

Qikiqtani Inuit Association

Fax: (867) 979-3238

Igluvut building, 2nd floor

P.O. Box 1340

Email: Resumes@qia.ca

Iqaluit, NU X0A 0H0

CLOSING DATE: Open Until Filled