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**NUNAVUMI MALIGALIUQTIT**
**LAW SOCIETY OF NUNAVUT**
**BARREAU DU NUNAVUT**

# ADMINISTRATIVE ASSISTANT

***Priority Hiring of Nunavut Inuit***

The successful candidate must speak and write Inuktitut. The complete job description and benefits can be obtained by emailing Nalini Vaddapalli: **ceo@lawsociety.nu.ca**.

S/he will be provided with:

- An opportunity for a part time (minimum 15 hours/week) or full time employment (37.5hours/week)
- Flexible workplace environment
- Hourly rate: $30/hour
- Northern and Housing Allowances (no staff housing)
- Other benefits: VTA, Medical Allowance, Wellness Contribution

Candidates should include:

- Updated resume
- A cover letter with maximum 3-4 paragraphs stating how the candidate demonstrates the relevant qualifications, experience and skills

Applications must be received **no later than Friday, December 14, 2018**.

- By email to Nalini Vaddapalli: **ceo@lawsociety.nu.ca**
- In person at the Law Society of Nunavut, Bldg 917, 3rd floor; phone number: 867-979-2330
- By fax: 867-979-2333

*Identified candidates will be contacted no later than Monday, December 17 to schedule an interview before the holiday break.*