

Employment Opportunity

Kakivak Association is seeking a dynamic individual to join our team.

Kakivak Association is a community economic development organization that delivers training, employment and business development programs and services to Inuit in the Qikiqtani region.

Career Services Support Clerk

The Career Services Support Clerk is responsible for overseeing the operation of the Employment Resource Centre.

The successful candidate should possess the following qualifications:

- Three years of related work experience
- Proficiency with Microsoft Office applications and ability to learn new computer applications
- Ability to manage multiple projects
- Excellent organizational skills
- Strong oral and written communication skills
- Strong work ethic
- Ability to work in a team environment

The compensation and benefits for this position will include a salary based on experience, plus vacation travel allowance, health and dental insurance and a pension plan. Staff housing is not provided for this position.

We are looking for individuals who are energetic, positive and enthusiastic, work well in a team, and have the initiative to take on new responsibilities. Strong oral and written communication skills in English are required with fluency in Inuktitut considered an asset.



To submit a resume or request more details on this position email smaniapik@kakivak.ca.

External closing date: May 2, 2019