

ADMINISTRATIVE ASSISTANT

The Legal Services Board of Nunavut (LSB) is responsible for providing legal services to financially eligible Nunavummiut in the areas of criminal, family, and civil law. LSB is governed by a territorial Board of Directors comprised of a GN representative, a Law Society representative, three regional representatives, and two members-at-large. The GN Minister of Justice appoints all LSB Board members. Legal services are provided through three regional clinics, each of which has a regional board of directors. The Headquarters of the Legal Services Board is located in Gjoa Haven, which is where most of the finance, client file management and administrative activities take place.

The Administrative Assistant's role within the LSB is to provide support to the LSB Executive, the Territorial Board, and the Gjoa Haven office. As an employee of the Legal Services Board of Nunavut, the incumbent will adhere to the Legal Services Act, Regulations and Board Policies to achieve our goal of providing the best possible service to all members of the public.

Experience The applicant will have previous success in duties related to administration and/or operation of a workplace. A history of demonstrable problem solving skills will contribute to the applicant's success and enjoyment in this position. Familiarity both working as part of a team and independently is vital.

Job Requirements and Qualifications

Preference will be given to Beneficiaries of the Nunavut Land Claims Agreement.

The incumbent must have a Grade 12 diploma or equivalent, with at least 1 year related work experience.

Proficiency with common computer applications (Word, Excel, Outlook) is necessary.

A criminal record check is required.

Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered.

Location of employment is Legal Services Board Headquarters, NCC Qariariit Building, Gjoa Haven. Incumbent may occasionally be required to attend meetings or training outside of the community (must be willing to travel).

Work hours are Monday-Friday, 8:30 am to 5 pm.

The closing date for this full time, 5-year contract position is September 1st, 2019.



Please submit resumé to:
Attn: Matt Gee
Legal Services Board of Nunavut
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Fax: 867-360-6112