



# NUNAVUT WATER BOARD

## EMPLOYMENT OPPORTUNITY LICENSING ADMINISTRATOR ASSISTANT

Under the direction of the Manager of Licensing, the Licensing Administrator Assistant is responsible to assist in the processing and distribution of water license applications, application correspondence, license submissions and general correspondence sent to the Nunavut Water Board.

The ideal candidate should meet the following requirements:

- Nunavut Agreement Beneficiary;
- Minimum Grade 12 education, or equivalent;
- Excellent organizational skills;
- Good working knowledge of Microsoft Office Software: Microsoft Word, Excel, Google Mail and Access Database;
- Excellent writing skills in English (skills in Inuktitut/Inuinnaqtun would be an asset);
- Excellent records Management skills;
- Applicant may be required to submit and pass criminal records check.

Place of work:

- Nunavut Water Board Main Office – Gjoa Haven, NU

Salary for this position is commensurate with experience and full Northern Allowance and other benefits are included.

### **HOUSING MAY BE AVAILABLE**

To apply, please fax, email or drop off your resume along with your cover letter, on or before July 31, 2019; email to [careers@nwb-oen.ca](mailto:careers@nwb-oen.ca).

We thank all the applicants in advance, but only selected candidates meeting the requirements above all will be considered for interview.

Current Job Description is available upon request.