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IQUALUIT
HOUSING AUTHORITY

Administration Clerk/Reception

Job Duties Include but are not limited to:

- Friendly with excellent phone skills
- Entering work orders into MMOS (Maintenance software)
- Receive tenant payments
- Filing confidential information
- Collect mail from the post office
- Send and receive faxes and emails and distribute as required
- Prepare documents, distribute or ensure delivery as requested by Managers
- Provide administration support for Managers
- Prepare board information monthly
- All other duties as required

Essential Skills and Abilities

- Well-organized
- Bilingual in English and Inuktitut
- Reliable from 8:30 to 5:00 Monday to Friday
- College education in office procedures or equivalent of one (1) year working experience administration/reception
- Good keyboard skills; knowledge of MMOS and Simply Accounting would be an asset
- Excellent communication and writing skills in both Inuktitut and English
- Ability to work within a team and understand direction
- Proficiency with MS Office programs – Word, Excel, Outlook
- Valid driver's license REQUIRED

This is a unionized position and offers the following:

- Pay based on level experience and education \$28.69/hr +
- Matching Pension plan with benefits
- Generous housing allowance
- VTA, settlement, clothing, and bilingual bonus

This is a unionized position.

Candidate will be required to provide a criminal record check and three references on request. Priority will be given to Nunavut Land Claims Beneficiaries.

Send Resumes: **Attention Administration**

Fax: 867-979-4349

Email: travis.cooper@iqaluithousing.ca

Mail: 1553 Federal Road, Box 340; Iqaluit NU, X0A 0H0