



JOB OPPORTUNITY

Qaujigiartiit Health Research Centre, Iqaluit Nunavut

MANAGER OF LOGISTICS AND ADMINISTRATION (FULL-TIME)

Want to be a part of an exciting community non-profit organization? The Qaujigiartiit Health Research Centre in Iqaluit is looking for a **Manager of Logistics and Administration**. Qaujigiartiit's Manager of Logistics and Administration is a vital part of the team in our non-profit community organization.

The position requires excellent organizational and clerical skills.

The successful candidate will help process invoices and payroll, file and organize paperwork, help with coordination and logistics for students and courses, travel bookings for our organization, assist with contracts and agreements, as well as other tasks that are essential to our operations.

Must be proficient with Microsoft Office (Word, Excel and Powerpoint) and be able to work on an Apple Computer.

TASKS INCLUDE

Logistics

- Logistical arrangements for courses delivered by Qaujigiartiit
- Coordination for students/learners
- Assisting with travel bookings and logistics
- Coordination for Inuusirvik Community Wellness Hub

Operations

- Office management and supplies
- Point of contact for staff
- Other operational tasks related to our high-functioning community research centre

Administration

- Collecting and sending mail; Email and correspondence
- Processing receipts, invoices for payment
- Monitoring payments for contracts
- Filing paperwork, keeping excellent records
- Processing time sheets and related HR tasks
- Working with bookkeeper to process payments and manage finances for audit

Position is full-time with a flex-time schedule as needed/appropriate. Rate of pay is \$35 per hour.

Position will remain open until filled. Apply today!

PLEASE SEND RESUME, REFERENCES, AND COVER LETTER HIGHLIGHTING PREVIOUS EXPERIENCE TO **GWEN.HEALEYAKEAROK@QHRC.CA**.