EMPLOYMENT OPPORTUNITY

NCC Investment Group Inc.
NCC ᑮᓇᐅᔭᓕᐅᕋᓱᖕᓂᕐᒧᑦ ᑎᒥᖓᑦ
NCC-kut Piqutinginnik Katimayiit Havakvinga
Groupe d'investissement NCC Inc.

Finance & Administrative Clerk

Closing Date: February 18, 2022

Competition is restricted to Nunavut Inuit only.
Compensation: Competitive salary and benefits package based on education and experience.

NCC Investment Group Inc. (NCCIG) is seeking a Finance & Administrative Clerk located in Iqaluit.

Qualifications:

- High School Diploma;
- Professional Designation considered an asset.
- Minimum1 year experience in a reception or administrative role;
- Minimum 1 year experience working in Payroll and/or Finance;
- Knowledge and experience with Quickbooks;
- Strong computer skills and competency in MS Office applications

Applicant information: Please email cover letter and resume to **lhayman@nccig.ca** on or before the closing date and time. Only applicants selected for interviews will be contacted. We thank all applicants for their interest in our organization.

ENGLISH

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ᑮᓇᐅᔭᓕᕆᓃᖅᑯᑦ ᐊᒻᒪ ᐊᐅᓚᑦᑎᓂᕐᒧᑦ ᑎᑎᕋᖅᑎ

ᒪᑐᓂᐊᕐᑐᖅ ᐅᓪᓂ: ᕕᕗᐊᕆ 18, 2022

ᐃᖅᑲᓇᐃᔮᖃᕐᖓᖅ ᓄᓇᕗᒥᑦ ᐃᓄᖕᓄᑦ ᑐᖔᕐᖓᕙᖅ.
ᑮᓇᐅᔭᓕᐊᖃᕐᖓᖅ: ᑮᓇᐅᔭᓕᐅᑦᑎᐊᕐᓇᖅᑐᖅ ᐊᒻᒪ ᐃᑲᔪᕈᑎᖃᕐᖃᖅᑯᓂ ᒪᓕᒃᑐᓂᒃ ᐃᓕᓐᓂᐊᕐᓯᒪᓂᕐᒧᑦ.

NCC ᑮᓇᐅᔭᕐᑲᖅᑎᑦᑎᔩᑦ (Investment Group Inc. (NCCIG)) ᕐᑭᓂᕐᒪᑕ ᑮᓇᐅᔭᓕᕆᓃᖅᑯᓐᓄᑦ ᐊᒻᒪ ᐊᐅᓚᑦᑎᓂᕐᒧᑦ ᑎᑎᕋᖅᑎᒃᖓᒥᒃ ᐃᕐᑲᓗᖕᓂᑦ:

ᐊᔪᙱᓐᓂᐅᔭᕆᐊᓖᑦ:

- ᐃᓕᓐᓂᐊᕐᕕᐊᓗᒃᒥ ᐸᐃᑉᐹᖅᑖᖅᓯᒪᓗᓂ;
- ᐱᓕᕆᐊᒃᓴᑦᓚᕆᖕᒥ ᐃᓕᓐᓂᐊᖅᓂᒃᓯᒪᒍᓂ ᐱᐅᓇᔭᕐᑐᖅ;
- ᒥᑭᔫᒃᑯᑦ ᐊᕐᗏᒥ ᐅᕐᑳᓚᐅᑎᓂ ᑭᐅᔨᐅᓗᓂ ᐊᐅᓚᑦᑎᔨᐅᓯᒪᓗᓂᔫᓐᓃᑦ;
- ᒥᑭᔫᒃᑯᑦ ᐊᕐᗏᒥ ᐱᓕᕆᓯᒪᓗᓂ ᑮᓇᐅᔭᒃᓴᓕᕆᓂᕐᒥᒃ ᐊᒻᒪ/ᐅᕝᕙᔫᓐᓃᑦ ᑮᓇᐅᔭᓕᕆᓃᖅᑯᓐᓂᒃ;
- ᕐᑲᐅᔨᒪᓗᓂ ᐊᒻᒪ ᐱᓕᕆᔾᔪᑎᓕᕆᓕᒪᓗᓂ Quickbooks-ᒥ;
- ᕐᑲᕐᓴᐅᔭᓂ ᐱᓕᕆᔾᔪᑎᕐᑲᕈᓐᓇᕐᑐᓂ ᐊᒻᒪ ᐊᔪᙱᑦᑐᓂ ᐅᑯᓂᖓ ᑎᑎᕋᕈᓐᓇᐅᑎᓂᒃ MS Office

ᐱᓇᓱᒃᑐᒧᑦ ᑐᓴᒐᒃᓴᖅ: ᕐᑲᕐᓴᐅᔭᒃᑯᑦ ᑎᑎᕋᕐᓗᑎᒃ ᐃᖅᑲᓇᐃᔮᖅᑖᕈᒪᔾᔪᑎᖕᓂᒃ ᐅᕗᖓ ᐊᒻᒪᓗ ᐃᖅᑲᓇᐃᔮᖅᑖᕋᓲᑏᑦ ᓇᔾᔨᐅᑎᓗᒥᑦ ᐅᕗᖓ **lhayman@nccig.ca** ᐅᓪᓂ ᐅᑦᓗᕐᒥ ᑐᖁᓂᑦᔫᓐᓃᑦ ᒪᑐᕝᕕᖓᑕ. ᐱᓇᓱᒃᑐᑦ ᐊᐱᖅᓱᖅᑕᐅᒃᑲᓐᓂᕈᒪᔪᑦ ᑖᒃᑯᓈᙵᑦ ᕐᑲᐅᔨᑎᑕᐅᓂᐊᖅᑐᑦ. ᕐᑯᔭᕆᕙᕗᑦ ᐱᓇᓱᒃᑐᑦ ᐅᕙᑦᑎᓐᓄᑦ.

ENGLISH | ᐃᓄᒃᑎᑐᑦ