

# EMPLOYMENT OPPORTUNITY



NCC Investment Group Inc.  
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NCC-kut Piqutinginnik Katimayit 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.
- Minimum 1 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\*\*](mailto: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.