



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

ADMINISTRATIVE ASSISTANT – IQALUIT (UNION)

\$74,610 to \$83,976 + \$1,585.14 Bilingual Bonus (Inuktitut) +
Isolated Post Allowance
Indeterminate, Full-Time

The PSAC is looking for an Indigenous Administrative Assistant to provide comprehensive administrative services that enable the Iqaluit Regional Office to fulfill its role in a timely and credible manner. Under the direction of the Regional Coordinator, the Administrative Assistant maintains the administrative aspects of the office, while carrying out the wide variety of secretarial and clerical responsibilities to ensure efficient operation of the Regional Office. Written and oral English and oral Inuktitut communication skills are essential.

Please apply before or on June 30, 2022, 3:30 pm (EST).

Visit our website for more details:

<http://psacunion.ca/jobs-psac>

You can send your application via email to
HRACTIONRH@psac-afpc.com