

<b>Nunavut Tourism</b> <b>Job Description Summary</b>	<b>LOCATION:</b> <b>Iqaluit</b>	<b>SALARY:</b> <b>Full Time Permanent –</b> <b>TBD</b>
<b>JOB TITLE:</b> <b>Administrative Assistant</b>		<b>REPORTS TO:</b> <b>Chief Executive Officer</b>

## 2. PURPOSE

To provide general administrative support to organization and perform front office duties
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## 3. DUTIES AND RESPONSIBILITIES

<p><u>Receptionist Responsibilities.</u></p> <ul style="list-style-type: none"> <li>• Principal telephone respondent</li> <li>• Expediting parcels and courier service pickup and delivery</li> <li>• Maintain membership files</li> <li>• Maintain telephone systems inclusive of arrangements for all conference calls</li> <li>• Maintain general filing cabinets</li> <li>• Assist with travel arrangements as necessary</li> <li>• Other duties as assigned</li> </ul> <p><u>Assist Other Departments as Required.</u></p> <ul style="list-style-type: none"> <li>• Handles processing of memberships and mailing of packages to new and renewed members under direction of CEO</li> <li>• Maintains member files and ensures all information is up to date</li> <li>• Assists with member correspondence including renewals, AGM, newsletters, etc.</li> <li>• Assist the marketing department with image requests when necessary</li> <li>• Assist the marketing department with media travel arrangements when requested</li> <li>• Provides some administrative support to marketing department</li> <li>• Provides additional assistance to finance department as requested</li> <li>• Assists with AGM preparations</li> <li>• Other duties as assigned</li> </ul>
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#### 4. KNOWLEDGE, SKILLS AND ABILITIES

##### ***Knowledge***

The incumbent requires sound knowledge in the following areas:

- Good computer skills, including familiarity with MS Office suite of programs (Word, Excel, PowerPoint, etc.), email and internet
- Knowledge of basic office procedures (filing, record keeping, etc.)
- High school diploma; some post secondary education preferred

##### ***Skills***

The incumbent needs to have skills in the following areas:

- Excellent interpersonal skills;
- Excellent telephone skills;
- Strong ability to draw information out of callers regarding their needs;
- Strong organizational skills;
- Strong written skills in English (other languages would be an asset);
- Good office equipment skills, e.g. photocopier, fax;
- Ability to effectively communicate in Inuktitut would be an asset

##### ***Abilities***

- The ability to manage multiple projects at once;
- The ability to oversee multiple and varied daily responsibilities;
- The ability to prioritize a variety of projects
- Good common sense

***Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.***

**Open until filled.**

**To apply:**

Email your resume to [finance@travelnunavut.ca](mailto:finance@travelnunavut.ca)

No phone calls please.