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X0A 0H0

ᐅᖃᓄᓗᐅᑎᖃᓗ (867) 979-5600

ᓕᖃᓄᓗᐃᑦ (867) 979-5922

City of Iqaluit

Box 460

Iqaluit, Nunavut

X0A 0H0

Phone (867) 979-5600

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Ville d'Iqaluit

C.P. 460

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Tél. (867) 979-5600

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hr@city.iqaluit.nu.ca

www.iqaluit.nu.ca

Employment Opportunity Executive Assistant

Reporting to the City Clerk, this excluded position is responsible for providing confidential administrative services and clerical support to the Mayor, Council, Chief Administrative Officer and City Clerk.

You must have Grade 12 and Community College courses in Business Management or Administration with 2 years progressive office administration and minute taking experience; specialized knowledge of municipal administration and secretarial services. General knowledge of Territorial Legislation, Municipal By-Laws, and Roberts Rules of Order for meetings is a definite asset.

Starting Salary for this position is \$60,620.92 per annum plus \$22,378.31 in Settlement/Housing Allowance and an excellent excluded benefits package.

Closing Date for this position is: February 17, 2017

Send your resume to:

Reference Number 2017-13
Human Resources Department
Box 460
Iqaluit, Nunavut
X0A 0H0
Fax: 867-979-5210
hr@city.iqaluit.nu.ca

Only those eligible will be contacted for an interview.

Posted: February 3, 2017