



## Join our Growing Team

### Executive Assistant to Chief Executive Officer

Department of Executive Services  
Nunavut Tunngavik Incorporated  
Located in Iqaluit, NU

Under the direction of the Chief Executive Officer (CEO), you will provide support to the CEO's office and contributes to Nunavut Tunngavik Inc (NTI) and affiliated companies being adequately managed. The Executive Assistant to the CEO shall support the CEO through the following duties and responsibilities:

- Management of the CEO's Office
- Strategic Planning
- Issue Management
- Building Relationships
- Correspondence Management
- Human Resources
- Speech Writing
- Political Support and Advice
- Governance Planning and Participation
- Financial Management
- Legal Affairs
- Perform other duties as required

To be invited for an interview, you will have a Bachelor of Public Administration or Political Science with a focus on Inuit or Indigenous studies. A diploma with two additional years of experience, a certificate with three additional years of experience, or four years of experience would be considered equivalent. You should have at least two years of work experience in an administrative support position, excellent knowledge of the Nunavut Land Claims Agreement, Nunavut Tunngavik Inc.'s Mission, and its Corporate Governance policies, demonstrated sensitivity to Inuit issues also writing skills. You should have be a self-starter with strong motivation

***Preference will be given to Inuit enrolled under the Nunavut Agreement.***

Starting salary is \$120,037.00 per annum (commensurate with experience) a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

NTI provides a variety of housing supports to employees including down payment assistance and housing allowance of \$27,600.

**For full job description, please contact:**

Human Resources  
Nunavut Tunngavik Incorporated  
Rankin Inlet, Nunavut X0C-0G0  
EMAIL: [ntihr@tunngavik.com](mailto:ntihr@tunngavik.com)  
Telephone: 867-645-5440  
Fax number 867-645-5414

**CLOSING DATE: February 3, 2023**

***Our Mission: Inuit economic, social, and cultural well-being through implementation of the Nunavut Agreement.***