



## **Join our Growing Team**

### **Executive Assistant for Chief Financial Officer and Chief Operating Officer**

Department of Finance  
Nunavut Tunngavik Incorporated (NTI)  
Located in Rankin Inlet, NU

Under the direction of the Chief Financial Officer (CFO) Chief Operations Officer (COO). The Executive Assistant to the CFO and COO supports the Nunavut Tunngavik Inc.'s CFO and COO in the following areas:

- Management of the CFO and COO's office;
- Issues Management;
- Building Relationship;
- Correspondence Management;
- Human Resources (HR);
- Governance Planning and Participation;
- Government relations;
- Financial Management;

Assist in developing the CFO & COO's office work plan and budget. Over see administrative procedures in the office and ensure efficient preparation of correspondence, memos, reports, and presentations for the CFO & COO. Support in preparing for Executive & finance committee, NTI board and Annual General meetings. Assist in preparation of financial reporting, maintain finance files of all contracts consulting and funding agreements. As well, planning and logistics for investment advisory committee meetings. Maintain a tracking system of correspondence received and must be able to handle highly sensitive HR documentation with respect and confidentiality.

Developing and maintaining relations with senior managers and staff of the Regional Inuit Associations, Inuit Tapiriit Kanatami, Inuit Heritage Trust, and other Inuit Organizations, Government of Nunavut, Government of Canada, and other territorial and provincial or municipal governments and funders.

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 years of experience, or a certificate with three years 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, understanding of basic financial procedures and human resources. Excellent knowledge of the *Nunavut Agreement* & NTI's Mission.

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

Starting salary is \$133, 609.00 per annum (commensurate with experience) a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

**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: June 2, 2023**

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