



## Join our Growing Team

### Administrative Clerk

Department of Social, Cultural & Development  
Nunavut Tunngavik Incorporated  
Located in Iqaluit, NU

Under the direction of the Assistant Director of SCD, the Administrative Clerk will be responsible for maintaining departmental leave and attendance, receive and register correspondence, reports and other documents for the department, prepare and circulate documents related to the department internally. Make travel and accommodation arrangements for departmental staff, provide support to the department regarding the processing of travel claims, the invoicing for contracted services and other financial issues as they arise. Order office supplies and services required by the department of SCD, including equipment, goods and forms. Maintain the departments general filing system, with NTI technical staff to ensure the operation of the department's computers/laptops.

To be invited for an interview;

- Have good organizational skills
- Problem solving skills
- Team player, self-motivated and directed
- Computer skills in Microsoft Office (Word, Excel, and Access), troubleshooting, internet and email.
- Knowledge of the Nunavut Lands Claim Agreement
- Ability to work with minimal supervision
- Ability to speak and understand Inuktitut/Inuinnaqtun is an asset or the willingness to learn.

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

Starting salary is \$58,001.00 per annum (commensurate with experience) a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

**Housing allowance of \$35,865.00**

**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: 867-645-5408  
Fax number 867-645-3872

**CLOSING DATE: January 2, 2026**

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