Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT
EMPLOYMENT OPPORTUNITY

Title: Accommodations Clerk

Department: Nunavut Housing Corporation
Community: Cape Dorset (Kinngait)
Reference Number: 12-506025
Type of Employment: Indeterminate

Salary: $63,804.00 per annum, 37.5 hour/week
Northern Allowance: $20,980.00 per annum

Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: November 6, 2020 @ 12:00AM EST

This is a Position of Trust and a satisfactory Criminal Record Check is required.

As per HRM Directive 518, this employment opportunity is restricted to Nunavut Inuit only.

Reporting to the Property Management Officer, the Accommodations Clerk performs the day-to-day duties necessary to administer the staff housing portfolio of leased and owned residential staff housing property located in the District. The Accommodations Clerk is responsible for assisting the overall Staff Housing management of staff housing units in the District and participate in the Staff Housing Allocation Committee to coordinate and allocate staff throughout the District.

The incumbent will be assisting the Property Management Officer with co-ordinating the allocation of Staff Housing units to individuals. This position is responsible for recording any problems or complaints that tenants, landlords or agents may have, and working with the Property Management Officer to find solutions to these issues. Maintaining records and documentation related to the administration and provision of Staff Housing as well as ensuring that accurate tenant data and property inventories are maintained; and gathering and verifying information about Staff Housing (e.g.: vacant units, rent rates, number and type of tenant complaints) for use in preparing reports. The Accommodations Clerk will assist the GN Staff Housing allocation committee by ensuring housing lists are up-to-date and chairing the allocation meetings in the absence of the Property Management Officer.

The knowledge, skills, and abilities required for this job are usually obtained through a completion of High School with additional course work in computer software and general administrative courses. Two (2) years of demonstrated experience in secretarial and administrative position is required. Knowledge of MS office applications and basic bookkeeping concepts and principles. The candidate musts have strong Interepersonal skills, including the ability to communicate with professionalism, in person and in writing, with both staff and clients.

The Official Languages of Nunavut are Inuktitut (Inuinnaqtun), English and French. Fluency in more than one of Nunavut's official language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

Equivalencies that consist of an acceptable combination of education and experience may be considered.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to Igloolik_HR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Human Resources
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