



Are you relatively new to the work force and looking for an opportunity to prove yourself? Have you recently graduated and feel stuck on the wheel—no experience—no job? This unique position could be the answer to your career search. We are looking for an Assistant Office Manager to help train our administrative office in Cambridge Bay, NU. You will help in the training of our front line staff while gaining valuable insight in to the running of a multi-million dollar organization.

This position will require imagination, dedication and the ability to have fun. Take on a career where you can make your mark and help others while gaining valuable work experience for yourself. As you learn and develop your skills so will the staff you supervise.

A heavy industry company, Kitnuna manages to put safety and people first, while dealing with the logistics of working in remote locations across the high arctic. As an Inuit-owned company, Kitnuna balances the challenges of operating in the arctic with respect for the people and the land. Our bases of operation are Edmonton, Alberta and Cambridge Bay, Nunavut with work sites across the high arctic.

The **Assistant Office Manager**, will be integral in the training and supervision of office staff followed closely by helping keep the flow of financial documents from paper to PC.

Responsibilities include:

- trains and supervises office administration and project support staff
- assist administration by ensuring information for billing and other purposes is recorded and maintained
- ensure that customers receive the highest possible quality of service
- oversees the ordering of office supplies and equipment as required

**Requirements:**

The ideal candidate will have at least a 2 year college program or university degree and work experience in teaching, accounting or office management.

This is a two-year term position.

The position will be based in Cambridge Bay, Nunavut. Kitnuna offers competitive wages and an excellent compensation package based on experience. Please state salary expectations in covering letter.

Apply to:

Director of Human Resources  
Kitnuna  
203, 15023 123 Avenue  
Edmonton, Alberta T5V 1J7

**OR**

Fax: (780) 447 – 3664  
Email: [jobs@kitnuna.ca](mailto:jobs@kitnuna.ca)

The Kitnuna Group of Companies objective is ‘to provide successful economic development and contribute to the social and cultural wealth of the Kitikmeot Inuit.’ To achieve these goals and to have a more representative workforce, preference will be given to Nunavut Land Claims Beneficiaries and those able to speak/read Inuinnaqtuin or Inuktitut.