



Kitnuna is hiring!

The **Human Resources Coordinator** will report directly to the Director of Human Resources. This full-time permanent position will work out of the Kitnuna office in Cambridge Bay, Monday – Friday, 40 hours per week. Travel to communities in the Kitikmeot Region may be involved.

Responsibilities include:

- Assists the Director of Human Resources in the recruitment of qualified workers; full-cycle HR duties
- Schedules community visits including flights, hotels, community rooms, accommodations, food, advertising, translation services and contacting community groups.
- Ensures full crew compliments at various work sites by using pre-approved list of employees.
- Helps with implementation of Policy and Procedures Manual
- Provides input on salary and other benefits
- Other work as may be required

Requirements:

The ideal candidate will have some course work in Human Resources. Must have knowledge of Excel, Word and Outlook. Excellent organizational skills required.

Deadline for applications is Monday, February 15, 2010.

Apply to:

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

OR
Fax: (780) 447 – 3664
Email: 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.