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Nunavut Employees Union
Nunavutmi Havaktiit Ikayurtingit
Syndicat des employé-e-s du Nunavut

Nunavut Employees Union (NEU) – Iqaluit, Nunavut

Job Posting: Receptionist and Administrative Assistant

The Nunavut Employees Union has an immediate opening for the indeterminate position of a Receptionist and Administrative Assistant.

The position is responsible for providing receptionist services by:

- Greeting and directing visitors, and responding to phone calls, emails, and general inquiries while ensuring accuracy and confidentiality.
- Providing general information to NEU members and the public.
- Preparing, formatting, photocopying, and distributing letters, charts, and reports, including arranging translation when required.
- Processing incoming and outgoing mail and ensuring accurate internal distribution.
- Organizing and maintaining office supplies and equipment.

The position is responsible for providing administrative support services by:

- Coordinating all travel logistics for Executive, staff and membership, including developing itineraries, scheduling travel, arranging transportation, and securing lodging and meeting venues.
- Maintaining office filing systems and ensuring that all materials are filed correctly and on a timely basis.
- Providing administrative support to Labour Relations Advisors with grievance and complaint files and updating databases.
- Reviewing grievance and staffing complaint files, researching and gathering missing information, and forwarding completed files to the assigned Labour Relations Advisor.
- Other duties as assigned by Labour Relations Advisors.

Qualifications:

- Successful completion of post-secondary education in administration or an equivalent combination of training and experience relative to the responsibilities of the position.
- Ability to effectively transcribe, type and perform word processing functions.
- Strong computer skills including the Microsoft Office Suite (Word, Excel, Outlook).
- Exceptional interpersonal and service-oriented communication skills in English (oral and written proficiency) and Inuktitut (oral proficiency) are required.
- Proficiency in spelling and grammar.
- Ability to work independently and determine priorities under strict deadlines.
- Ability to work cooperatively with others in a team environment.
- High degree of confidentiality and good judgment.
- General knowledge of the Nunavut Employees Union and the Public Service Alliance of Canada.
- General knowledge of union and social justice principals.

The salary range is \$71,148 to \$84,839. Language bonus of \$2500. A complete northern benefits package, including vacation travel assistance, is offered. Staff housing is available.

In accordance with NEU's support of and commitment to the principles of the Nunavut Agreement, the position to be hired will be filled by a qualified person who is a beneficiary under the Nunavut Agreement.

The Nunavut Employees Union is an Equal Opportunities Employer.

This position is unionized under the Canadian Union of Labour Employees (CULE).

A full job description can be obtained from the email address below or viewed at www.neu.ca

Deadline: 5 pm MDT, Thursday, May 14, 2026

Applicants should send their resume to:

Daniel Kinsella
Nunavut Employees Union
100-165 Nipisa St
Iqaluit, NU X0A 2H0
Tel: 867-979-4209, ext. 203
Fax: 867-979-4522
Email: daniel@neu.ca

Please Note: Only candidates selected for an interview will be contacted.