



Join our Team!

At Kakivak Association, we are always on the lookout for dynamic and passionate individuals who are eager to contribute to the advancement of the Qikiqtani Region. If you have a talent for innovation and a heart for community service, we invite you to explore our open positions and consider joining us in our mission to empower Inuit success.

Manager, Corporate Services

Salary Range: \$120,499.41 to \$166,403.98

(plus a Northern Allowance of **\$27,600** per annum.)

Position type: Indeterminate

Location: Iqaluit, NU

External Closing date: October 6, 2023

Open to: Inuit Beneficiaries only

Description:

The Manager of Corporate Services is a key leader in the Kakivak Association, focused on strategic alignment and organizational effectiveness. Serving on the Managers Committee, they oversee long-term planning and essential scheduling. They manage talent strategy and HR policies, while also guiding financial planning in personnel areas. Additionally, they ensure compliance with health and safety standards and manage organizational insurance programs. On the operational side, the Manager oversees resource allocation and staff and board travel. They also handle logistics for board meetings, contributing to effective governance. Overall, this role is central to the smooth and strategic operation of the Kakivak Association.

Responsibilities:

At the direction of the CEO, the Manager of Corporate Services coordinates and supervises the operations of the organization through the following responsibilities:

- Management of the organization's risks and assets; and storage, confidentiality and security of corporate records.
- Oversight of inventory, purchasing and supplies.
- Work with the Kakivak Managers team to develop and implement the organization's strategic objectives;
- Supervise the progress of the administration personnel and activities on a regular basis.
- Provide operational support and guidance to staff.
- Implement, administer and supervise Human Resource Policies, strategic goals and practises.
- Responsible for Staff and Board of Directors' travels.
- Monitor the implementation of Inuit Capacity Building Plans;
- Oversee the Health and Safety Programs for the organization and ensure compliance to legislation, regulations and policy.
- Ensure the effective and timely preparation of all Board, Executive and Annual General meetings.
- Supervision of the Client Intake Clerk and the Career Services Support Clerk and others as designated.

Qualifications / Skills / Experience:

- A diploma in Business Management, Management Studies or a related field.
- Five years of relevant work experience is essential.
- Experience working with agencies and organizations in Nunavut is a definite asset.
- Supervisory experience.
- Demonstrated effective verbal and written communication skills;
- Excellent planning and organizational skills;
- Proven ability to deal with multiple files and demanding deadlines;
- Ability to work independently;
- Proven effectiveness in administrative and managerial skills;
- Excellent knowledge of Kakivak's mission, programs, services and activities;
- Ability to work well and collaboratively with a diverse group of colleagues and stakeholders;
- The ability to communicate in Inuktitut is a definite asset.
- Strong computer skills and competency in MS Office applications in particular.
- Ability to manage projects, event planning and power point presentations.

Compensation and Benefits:

The compensation and benefits will include a salary based on experience, plus vacation travel allowance, health and dental insurance and a pension plan. Staff housing is not provided for any position.

How to Apply:

Submit your resume to **mbarney@kakivak.ca** or deliver in person to our office at the Kakivak Office, Parnaivik Building.