WSCC Careers

Executive Services Coordinator

Annual Salary: **$74,198 - $88,608**
Iqaluit **24/52 NU**
Closing Date: **October 8, 2024**

Providing senior corporate level operational leadership and support services within the President's office to ensure effective operation of the President's office and efficient processes by:

- Maintaining the electronic mail-tracking system for President's Office correspondence.
- Prioritizing all correspondence, forwarding tasks to senior staff using a bring forward system to log, assigning and following up on action items.
- Managing all aspect of travel, and administrative support for Governance Council Members.
- Attending Governance Council Committee meetings to record detailed minutes.
- Recording and reconciling monthly leave and attendance reports.

- Completed diploma in Business Management, Business Administration or equivalent.
- Five (5) years directly relevant experience in an administrative role.
- Valid Class 5 Driver's License.
- Attention to detail in written and verbal communication skills with ability to adapt communication styles to accommodate different needs with tact, discretion and diplomacy.
- Excellent interpersonal skills & client service orientation to develop and maintain effective working relations with GC members and the Senior Management team.

- A Northern Living Allowance of $22, 878 in Iqaluit.
- Relocation assistance and subsidized staff housing available.

If this sounds like a good fit for you, please forward your resume quoting competition number 24/52 NU to:

careers@wscc.nt.ca

Workers' Safety and Compensation Commission
Human Resources Unit
Box 8888, CST-5, Yellowknife NT X1A 2R3

1-866-277-3677 (toll free)

learn more at **wscc.nt.ca/careers**

Candidates must be able to provide a satisfactory criminal record check. Failure to provide a satisfactory check may deem you disqualified from the competition.

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wscc.nt.ca 1.800.661.0792 wscc.nu.ca 1.877.404.4407