EMPLOYMENT OPPORTUNITY

SENIOR ADMINISTRATIVE OFFICER

Hamlet of Grise Fiord, Nunavut

Grise Fiord (Aujuittuq) is a friendly and welcoming Inuit community located on the southern tip of Ellesmere Island, 1,160 kilometers north of the Arctic Circle. We are the northernmost, permanently inhabited community in Canada.

Reporting to the Mayor and Council you will be responsible for the management and delivery of all municipal programs and services in an effective and efficient manner, and in accordance with applicable legislation, Bylaws and policies.

A degree in a relevant discipline is preferred, combined with at least three years of related experience, especially in the north. However equivalent combinations of education and experience will be considered. The ability to speak Inuktitut is an asset.

A Job Description is available upon request.

Please forward your cover letter and resume, by email, to:

David General (SAO)
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www.grisefiord.ca