EMPLOYMENT OPPORTUNITY

A unique opportunity for a motivated **Chief Administrative Officer** to gain valuable, professional experience in Nunavut.

About the Opportunity

The municipality of Hamlet of Arctic Bay has an exciting opportunity for a **Chief Administrative Officer** to join our team in the **Hamlet of Arctic Bay, Nunavut** on a **full-time** basis.

As the administrative head, the CAO will be ensuring that the policies and programs of the municipality are implemented while advising and informing the Council on the operation and affairs of the municipality.

The successful candidate will be directing the day-to-day administrative operations, including human resources, budget tracking, and regulatory compliance. Concentrating on overall strategic planning and delegating tasks to senior managers, you will be reporting directly to the Mayor and Council in a challenging, fast-paced environment.

More About You

In order to qualify for this pivotal role, you will have **at least 5 years of experience in a senior administrative role**, along with a **Bachelor's degree in Accounting or Business**. Previous accounting experience is required. Knowledge of local government management or equivalent formal education and experience is preferred. Experience in Sage software would be an asset.

As strong leadership, teamwork, and management skills are required to lead the team of municipal staff, the successful candidate must possess the ability to communicate with the public and the Council in presenting advice and recommendations on all matters affecting local government. Research skills and computer literacy are required.

The successful candidate will possess highly developed communication, organization, and interpersonal skills, along with the ability to work effectively in a cross-cultural setting. The ability to communicate in English is essential and the ability to speak Inuktitut is an asset.

Interested candidates can send a cover letter and resume to cao@arcticbay.ca.
Deadline to apply is December 19, 2026.