



TOWN OF INUVIK

We are pleased to offer the following career opportunity:

TOURISM & EVENTS ASSISTANT – FULL TIME TERM
May 7th 2018 to October 20th 2018

The successful candidate will be required to:

- Be honest, trustworthy and dependable
- Be flexible and demonstrate initiative and sound work ethics
- Be understanding of the northern cultural, rural and political environment
- Have a valid Driver's License with the ability to obtain a Class 5 NT Driver's License

The preferred candidate will also; in addition to the requirements above:

- Have a Post-Secondary degree in Business Administration and/or Tourism Management
- Have at least two (2) years' experience working in a related industry or setting
- Strong computer skills including Microsoft Office, with a strong proficiency in Word, Excel, and Outlook
- Be able to effectively take meeting notes and prepare reports using statistics, charts, and graphs in addition to written content

Equivalencies recognizing related education and experience may be considered

The successful applicant must pass a current RCMP vulnerable sector criminal record check as a condition of employment.

We are offering \$27.52 per hour plus a Northern Allowance of \$7.14 per hour.

Please refer to the position description for more details regarding expectations and responsibilities. A job description is available at the Town Office upon request. For more information, contact Paul Watters, Human Resources Officer.

Competition closes at 4:00 p.m. on Monday April 30th 2018

Please submit a cover letter and resume to:

Paul Watters, Human Resources Officer

Phone: (867) 777-8603 Fax: (867) 777-8601 E-mail: pwatters@inuvik.ca

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