



TOWN OF INUVIK

The Town of Inuvik is pleased to offer the following employment opportunity:

**CASHIER RECEPTION/LOTTERIES
THIS IS A PERMANENT FULL TIME POSITION**

Competition closes at 1pm on Monday January 18th, 2021

The successful candidate will be required to:

- Be an excellent communicator and be customer service focused
- Be respectful and possess cultural awareness and sensitivity
- Be very proficient in the use of Microsoft Office software applications
- Have a good understanding of financial and bookkeeping concepts and procedures
- Have a minimum education level of Grade 12 or equivalent accredited diploma
- Have a valid Driver's License

Preference will be given to those candidates that:

- Have a working knowledge of WHMIS and a current First Aid/CPR/AED Certificate
- Have a relevant post-secondary Certificate or Diploma in Office Administration

Equivalencies recognizing related education and experience may be considered

The current starting salary is \$ 27.81 per hour (approx. \$ 54,230 per annum) and a Northern Allowance of approx. \$15,279 per annum.

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.

**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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