



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

# Next 2 New Administrator Training Position

## **IDENTIFICATION**

**Job Title:** Next 2 New Administrator – Training Position

**Reports to:** Inuvik Works Manager

## **OVERVIEW**

The Next 2 New Administrator - Training is a learning position within the Inuvik Works Program, an educational and skills development initiative aimed at supporting individuals on their path to self-sufficiency. Under the guidance of the Inuvik Works Manager (IWM) and with daily support from the Inuvik Works Foreman, the Administrator will assist with the day-to-day operations of the Next 2 New store, as well as support broader Inuvik Works activities.

This role includes hands-on training in areas such as sales, marketing, inventory intake, pricing, retail display, coordination, and communication. The Administrator will also collaborate with Inuvik Works Crew members and partner organizations as required, while participating in workshops and skill-building opportunities.

## **RESPONSIBILITIES**

1. Learn and assist in the daily operations of the Next 2 New retail store.
2. Assist with customer service, basic retail transactions, and maintaining a clean, welcoming storefront.
3. Support inventory intake, pricing, and product preparation for sale.
4. Assist with marketing tasks, including signage, promotions, and digital updates (as applicable).
5. Help coordinate in-store displays and maintain organized merchandise areas.
6. Participate in and support program development activities, including workshops and training sessions.
7. Provide general administrative support including filing, data entry, basic research, and internal coordination.
8. Learn to assist other team members and respond to operational needs as directed.
9. Represent the Inuvik Works Program positively to customers, visitors, and community members.
10. Work collaboratively with Inuvik Works Crew and contribute to shared goals and events.
11. Other related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Willingness to learn, participate in training, and take initiative.

Strong organizational skills and attention to detail.

Ability to prioritize tasks and manage time effectively.

Clear and respectful communication (verbal and written).

Basic computer skills or willingness to learn (e.g., Microsoft Word, Excel, PowerPoint).

Comfortable engaging with the public and working in a customer-focused environment.

Ability to problem-solve and seek guidance when needed.

Interest in retail operations, community programs, and administrative support.

Respect for teamwork, confidentiality, and a supportive learning environment.

## **WORKING CONDITIONS**

### **Physical:**

- Light lifting (up to 20 lbs), standing and walking in a retail environment.
- Occasional restocking, rearranging displays, and organizing supplies.

### **Environmental:**

- Indoor work in a store and office setting, with possible exposure to dust or cleaning products.
- May occasionally support outdoor events or workshops.

### **Sensory:**

- Frequent use of visual and verbal communication with coworkers and customers.
- Routine use of computers, phones, and point-of-sale systems.

### **Mental:**

- Requires focus, adaptability, and multitasking.
- Regular communication with a variety of individuals including customers, supervisors, and partners.
- Participation in goal tracking and ongoing feedback as part of the learning process.

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.