



# TOWN OF INUVIK

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

**MSC CASHIER/FRONT DESK ADMINISTRATOR  
THIS IS A PERMANENT FULL TIME POSITION**

**Competition will close Thursday April 15<sup>th</sup> 2021 at 1pm MST**

The successful candidate will be required to:

- Be an excellent communicator and be customer service focused
- Have flexible availability in order to meet operational needs
- 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 Class 5 NT Driver's License

Preference will be given to those candidates that:

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

Equivalencies recognizing related education and experience may be considered

The current starting salary is \$ 26.62 per hour (approx. \$ 55,370 per annum) with a Northern Allowance of approx. \$15,279 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](mailto:pwatters@inuvik.ca)**

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