



TOWN OF INUVIK

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

**COUNCIL ADMINISTRATOR
PERMANENT FULL TIME
Competition closes Thursday, June 23rd 2022**

The successful candidate will:

- Be a very adaptable team player
- Demonstrate a strong understanding of municipal legislation and legislative procedures
- Have at least 2 years of relevant experience working in a municipal office environment
- Have advanced Microsoft Office skills (Outlook, Word, Excel, & PowerPoint) and be proficient in editing documents with Adobe software.
- Have excellent writing & communications skills including proofreading, and editing
- Demonstrate experience engaging professional groups, government agencies, community members, and other stakeholders
- Hold a relevant post-secondary degree or diploma in Office Administration
- Have a valid Driver's License with the ability to obtain a Class 5 NT Driver's License

Equivalencies recognizing related education and experience may be considered.

The successful applicant must pass a vulnerable sector criminal record check.

The salary range is \$ 35.12 - \$ 46.36 per hour (approximately \$ 68,477 – \$ 90,403 per annum) with a Northern Allowance of \$ 7.84 per hour (approximately \$ 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

Town of Inuvik • PO Box 1160 • 2 Firth Street • Inuvik, Northwest Territories • X0E 0T0
Phone: (867) 777-8600 • Fax: (867) 777-8601 • Web: inuvik.ca