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www.ilisagqsivik.ca

Job Opportunity

Human Resources Officer/Payroll Clerk

- Assist with all recruitment and hiring activities
- Onboarding new employees and offboarding employees that leave the organization
- Create and management the Ilisaqsvik Substitute List
- Manage data entry and changes into ADP for all HR/payroll activities; provide orientation and training to employees on how to use ADP
- Manage all benefits, including onboarding, changes, terminations, providing information and assistance to employees
- Assist employees with applying for Group Registered Retirement Plans
- General HR support including assisting with policies and processes, employee relations issues, WSCC reports and claims, and other activities
- Support managers and employees with questions they have on HR matters

- Strong listening and communication skills including comfort with speaking on radio in fluent English and Inuktitut
- Experience mentoring others on processes
- Computer skills (e-mail, Microsoft Word/Excel, Teams, social networking, etc.)
- Demonstrate respect for cultural and individual diversity
- Interest in information technology (I.T.), applications and innovation
- Highly organized and detailed oriented to keep track or a wide variety of work activities and deadlines
- Very discreet in keeping personal and sensitive information confidential.

- Full-Time Position, Salary commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with up to 5% matching from Ilisavsiqvik
- 2 weeks vacation and up to 3 weeks Paid Time Off (PTO); paid sick days and personal days

Please submit your resume and cover letter in either Inuktitut or English by sending to Stephanie Tigullaraq at **HR@ilisagsivik.ca**. Your cover letter should explain the reasons why you feel that you are qualified for this position.

Closing Date: June 15th (may extended if required)

