



Ilisaqsivik Society General Delivery Clyde River, NU X0A 0E0 www.ilisaqsivik.ca △८५′%°Г° Ь⊃′⊁ጜ∩Ѓ° ⊃Ġኈ∩ℂ▷⊃Δ°ዺኈጋኈ ቴ°Րኈ⊃Ĺ∧° ዾዺቃ° X0A 0E0 www.ilisaqsivik.ca

Ilisaqsivik is an Inuit organization with the goal to strengthen and rebuild our communities and our futures. We run an unprecedented number and range of programs with a common thread—increasing wellbeing and personal potential for Inuit across Nunavut. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are expanding and looking for individuals that interested in becoming part of a team that cares for our community.

# **Job Opportunity**

# Human Resources Officer/Payroll Clerk

## Job Responsibilities:

- Assist with all recruitment and hiring activities
- Onboarding new employees and offboarding employees that leave the organization
- Create and management the Ilisaqsivik 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

#### **Job Requirements:**

- 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.

### Salary and Benefits:

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

Normal office hours, Monday – Friday 8:30 – 5:00 however may be required to work extra time on occasion. Successful candidate will be required to live and work in Clyde River. Housing is NOT provided.

Please submit your resume and cover letter in either Inuktitut or English by sending to Stephanie Tigullaraq at **HR@ilisaqsivik.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)















