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[www.ilisagsivik.ca](http://www.ilisagsivik.ca)

## Job Opportunity

# Operations Assistant

- Work with the ED and Director of Operations to take on day to day responsibilities that will given them more time to address their other strategic priorities
- Assist with any unexpected tasks related to the day-to-day operations of Ilisaqsivik and Tuqumaaq (including the hotels)
- Provide back up or extra support to the finance, payroll, HR, marketing and IT teams
- Assist staff with questions or issues that arise on a day-to-day basis; including back up support in the case of unexpected absences
- Assist with scheduling and preparation for meetings, including Board meetings, staff meetings and other types of events or activities
- Assist with internal and external communications
- Documenting routines and processes across the organizations
- Assist with administration around funding proposals and requests





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