ᐃᓕᓴᕐᕕᖕᒥᑦ ᑲᑐᔾᔨᖃᑎᒌᑦ
ᑐᕌᖅᑎᑕᐅᑐᐃᓐᓇᖅᑐᖅ
ᑲᖏᖅᑐᒫᐱᒃ ᓄᓇᕗᑦ X0A 0E0
www.ilisaqsivik.ca

ᐃᓕᓴᖅᓯᕕᒃ ᐃᓄᖕᓄᑦ ᑲᑐᔾᔨᖃᑎᒌᖑᔪᖅ ᑐᕋᒐᖅᑐᓂᒃ ᓴᓐᖏᓕᖅᑎᑦᑎᒋᐊᕐᓂᕐᒥᒃ ᐊᒻᒪᓗ ᐊᖅᑭᒋᐊᖅᓯᒃᑲᓐᓂᕐᓂᕐᒥᒃ ᓄᓇᒋᔭᑦᑎᓂᑦ ᐊᒻᒪᓗ ᓯᕗᓂᒃᓴᕆᔭᑦᑎᓂᑦ. ᐊᐅᓚᑦᑎᓲᖑᕗᒍᑦ ᐊᒥᓲᔪᓂᑦ ᐊᒻᒪᓗ ᐊᔾᔨᒌᖏᑦᑑᑕᓂᑦ ᐱᓕᕆᐊᓂᑦ ᑖᒃᓯᒥᖕᒐᒃᓴᐃᓐᓇᖅ ᐃᓱᒪᖅᑐᑕᑉ – ᖁᕙᓯᓕᕆᐊᖅᑎᑦᑎᓂᖅ ᐃᓅᖃᑎᒋᓂᕐᒥᑦ ᐊᒻᒪᓗ ᐃᒻᒥᓅᖕᒐᔪᑎᒍᑦ ᐃᓄᖕᓄᑦ ᓇᑭᕈᓘᔭᖅᓯᒪᔪᓄᑦ ᓄᓇᕗᒻᒥ. ᐊᑕᐅᓯᐅᓪᓗᑕᑉ ᐃᖅᑲᓇᐃᔭᕐᕕᑦᑎᐊᕙᐅᓛᖑᕈᒪᖅᑕᐅᕗᒍᑦ ᐅᑭᐅᖅᑕᖅᑑᑉ ᓄᓇᖃᕐᕕᒋᔭᖕᒐᓂᑦ. ᐱᔨᑦᑎᕋᕋᓱᓲᕗᑦ ᐃᖅᑲᓇᐃᔭᖅᑎᕗᑦ ᖁᕙᓯᓇᐊᖁᓪᓗᑎᒍᑦ ᐊᒻᒪᓗ ᓴᖅᑮᖕᒐᕐᓗᓂᒃ ᑕᐃᒫᑦᑎᐊᒃᑰᖕᒐᔪᓂᑦ ᐊᒻᒪᓗ ᐊᑦᑕᕐᓇᖏᑦᑑᓂᕐᒥᒃ ᐃᖅᑲᓇᐃᔭᕐᕕᖃᕐᓃᑦ ᐱᖃᓯᐅᑎᒻᒥᓗᒋᑦ ᐱᕙᓪᓕᕈᑎᒃᓴᑦᑎᐊᕙᑦ, ᐱᓕᕆᖃᑎᒌᑦ ᓄᖅᑲᖕᒐᔾᔪᓯᐊᒃᓴᖏᓄᑦ ᓄᐊᑦᑎᕙᓪᓕᐊᓗᓂᒃ ᐸᕐᓈᑦ ᐊᒻᒪᓗ ᓄᖅᑲᖕᒐᔭᒃᓴᖃᖅᑎᑕᐅᓗᓂᒃ, ᐊᑭᓕᖅᓱᖅᑕᐅᑲᓐᓂᕐᓇᖅᑐᓂᓪᓗ ᓄᖅᑲᖕᒐᔾᔪᑎᑎᒍᖅᑐᓂᑦ. ᐊᖏᓪᓕᕆᐊᕆᓇᓱᒃᐳᒍᑦ ᐊᒻᒪᓗ ᕿᓂᖅᑐᑕᑉ ᐃᓄᑐᐃᓐᓇᕐᓂᑦ ᐱᓕᕆᖃᑕᐅᓕᕈᓐᓇᖅᑐᓂᑦ ᐱᓕᕆᔨᑦᑎᓄᑦ ᐃᒃᐱᒍᓱᑎᖃᑦᑎᐊᖅᑐᓄᑦ ᓄᓇᒋᔭᑦᑎᓂᒃ.

ᐃᖅᑲᓇᐃᔮᒃᓴᖅ

ᐃᖅᑲᓇᐃᔭᖅᑐᓕᕆᔨ/ᑮᓐᓇᐅᔭᓕᕆᓂᕐᒧᒃ ᐃᑲᔪᖅᑎ

ᐃᖅᑲᓇᐃᔮᒥᒃ ᐱᓕᕆᐊᕆᔭᕆᐊᓕᖏᑦ:

- ᐃᑲᔪᖃᑕᐅᕙᓪᓗᓂᒃ ᐃᓕᓐᓂᐊᖅᑎᑦᑎᓂᒃᑯᑦ ᐊᒻᒪᓗ ᐃᖅᑲᓇᐃᔭᖅᑎᒃᓴᓂᑦ ᓂᕈᐊᕐᓂᐅᓲᓄᑦ ᖃᓄᐃᓕᐅᖅᑕᐅᓂᐅᔪᓄᑦ
- ᓄᑖᓂᑦ ᐃᖅᑲᓇᐃᔭᖅᑎᓐᖑᖅᑐᓂᑦ ᐱᓕᕆᖃᑎᖃᕐᓂᖅ ᐊᒻᒪᓗ ᐃᓱᓕᑦᑎᕙᓪᓕᐊᔪᓂᑦ ᐃᖅᑲᓇᐃᔭᖅᑎᓂᑦ ᑲᑐᔾᔨᖃᑎᒌᒥᒃ
- ᓴᖅᑮᓗᓂᒃ ᐊᒻᒪᓗ ᐊᐅᓚᑦᑎᓗᓂᒃ ᐃᓕᓴᖅᓯᕕᒻᒥ ᑭᖑᕐᕕᖅᑕᖅᑎᐅᓲᑦ ᓇᓗᓇᐃᔭᖅᓯᒪᔭᖕᒋᓂᑦ
- ᐊᐅᓚᒋᑦ ᑎᑎᕋᕆᐊᓖᑦ ᖃᕋᓴᐅᔭᒧᖅᑲᕆᐊᓖᑦ ᐊᒻᒪᓗ ᐊᓯᔾᔨᖅᓃᑦ ADP ᐱᓕᕆᔾᔪᑎᐊᒍᑦ ᐃᖅᑲᓇᐃᔭᖅᑐᓕᕆᓂᕐᒧᑦ/ᑮᓐᓇᐅᔭᓕᕆᓂᕐᒧᑦ ᖃᓄᐃᓕᐅᕐᓂᐅᔪᓄᑦ; ᐊᑐᐃᓐᓇᕈᐃᕙᓪᓗᓂᒃ ᐃᓕᓐᓂᐊᕈᑎᒃᓴᓂᑦ ᐱᒋᐊᕈᑎᐅᓲᓃᑦ ᐊᒻᒪᓗ ᐃᓕᓐᓂᐊᖅᑎᑦᑎᓂᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᓂᑦ ᖃᓄᖅ ᐊᑐᕆᐊᖃᕐᓂᖏᓄᑦ ADP ᐱᓕᕆᔾᔪᑎᒋᔭᖕᒐ
- ᐊᐅᓚᑕᓕᒫᕆᓗᓂᒋᑦ ᐱᕙᓪᓕᕈᑎᒃᓴᑦ, ᐱᖃᓯᐅᑎᓗᒋᑦ ᐃᖅᑲᓇᐃᔭᖅᑖᖃᑖᓄᑦ, ᐊᓯᔾᔨᖅᑐᓄᑦ, ᓄᖅᑲᖅᑎᑕᐅᔪᓄᑦ, ᐊᑐᐃᓐᓇᕈᐃᕙᓪᓗᓂᒃ ᑐᑭᓯᒋᐊᕈᑎᒃᓴᓂᑦ ᐊᒻᒪᓗ ᐃᑲᔪᖅᐸᓪᓗᓂᒃ ᐃᑲᔪᕆᐊᓖᑦ ᐃᖅᑲᓇᐃᔭᖅᑏᑦ
- ᐃᑲᔪᕐᐸᓪᓗᓂᒃ ᐃᖅᑲᓇᐃᔭᖅᑎᓂᑦ ᑐᒃᓯᕋᕋᓱᑦᑐᓂᑦ ᐱᓕᕆᖃᑎᒌᑦ ᓄᖅᑲᖕᒐᔾᔪᓯᐊᒃᓴᖏᓄᑦ ᐸᕐᓈᓄᑦ
- ᐱᓕᕆᐊᕆᓪᓗᐊᑕᓲᖏᑦ ᐃᖅᑲᓇᐃᔭᖅᑐᓕᕆᔨᐅᑉ ᐃᑲᔪᕐᓂᒃᑰᖕᒐᔪᑦ ᐱᖃᓯᐅᔾᔨᕗᑦ ᒪᓕᒋᐊᓖᑦ ᐊᒻᒪᓗ ᐱᓕᕆᔾᔪᑏᑦ,] ᐃᖅᑲᓇᐃᖅᑎᓄᖕᒐᔪᑦ ᐱᔾᔪᑏᑦ, WSCC ᐅᓂᒃᑳᖏᑦ ᐊᒻᒪᓗ ᐱᓇᓱᑎᖏᑦ, ᐊᒻᒪᓗ ᐊᓯᖏᑦ ᖃᓄᐃᓕᐅᕈᓗᔭᕐᓃᑦ
- ᐃᑲᔪᖅᐸᓪᓗᓂᒃ ᐊᖏᔪᖅᑲᐅᑎᓂᑦ ᐊᒻᒪᓗ ᐃᖅᑲᓇᐃᔭᖅᑎᓂᑦ ᐊᐱᖅᑯᑎᒃᓴᖃᖅᑐᓄᑦ ᐃᖅᑲᓇᐃᔭᖅᑐᓕᕆᔨᐅᑉ ᐱᒃᓵᓄᖕᒐᔪᓄᑦ

ᐃᖅᑲᓇᐃᔮᑉ ᐱᓕᕆᔾᔪᑎᒋᔪᓐᓇᕆᐊᓕᖏᑦ:

- ᓈᓚᑦᑎᐊᕈᓐᓇᕐᓗᓂᒃ ᐊᒻᒪᓗ ᑐᓴᐅᒪᖃᑦᑕᐅᑎᓕᕆᔾᔪᑏᑦ ᐱᓕᕆᐊᕆᔭᕆᐊᓖᑦ ᐱᓕᕆᐊᕆᔪᓐᓇᑦᑎᐊᕐᓗᓂᒋᑦ ᐱᖃᓯᐅᔾᔨᔪᑦ ᐅᖃᓪᓚᕕᒃᑯᕐᓗᓂᒃ ᐅᖃᐅᓯᖃᕆᐊᖃᕐᓃᑦ ᖃᓪᓗᓈᑎᑐᑦ ᐃᓄᒃᑎᑐᓪᓗ
- ᐱᓕᕆᓂᖃᕐᓗᓂᒃ ᐃᓕᓐᓂᐊᖅᑎᑦᑎᓯᓐᓇᖅ ᐱᓕᒻᒪᒃᓴᐃᓂᕐᒥᒃ ᐊᓯᖏᓂᑦ ᐱᓕᕆᐊᖑᕙᓪᓕᐊᔪᓂᑦ
- ᖃᕋᓴᐅᔭᓕᕆᓂᕐᒧᑦ ᐱᓕᕆᔪᓐᓇᕐᓃᑦ (e-mail, Microsoft Word/Excel, Teams, social networking, etc.)
- ᓴᖅᑭᔭᖅᑎᑦᑎᑎᐊᕐᓗᓂᒃ ᐃᒃᐱᓱᓱᑦᑎᐊᕐᓂᕐᒥᒃ ᐃᓕᖅᑯᓯᑐᖃᖅᑎᒍᑦ ᐊᒻᒪᓗ ᐃᓄᑐᐃᓐᓇᖅᑎᒎᖅᑐᑦ ᐱᓕᕆᖃᑎᖃᕐᓃᑦ
- ᐱᓕᕆᔪᒪᓂᖃᕐᓗᓂᒃ ᑐᑭᓯᒋᐊᕈᑎᑦ ᖃᕋᓴᐅᔭᒃᑰᕈᑎᖏᑎᒍᖅᑐᓂᑦ (I.T.), ᐱᓕᕆᔾᔪᑎᖏᓂᑦ ᐊᒻᒪᓗ ᐱᓕᕆᐊᕆᓇᓱᑦᑕᖏᓂᑦ
- ᐊᐅᓚᑦᑎᔪᓐᓇᑦᑎᐊᕐᓗᓂᒃ ᐊᒻᒪᓗ ᓇᓗᓇᐃᕋᐃᔪᓐᓇᑦᑎᐊᕐᓗᓂᒃ ᐊᖑᒻᒪᑎᒋᐊᖅᓯᒪᒋᐊᕐᓗᓂᓗᒃ ᐅᕙᓘᓐᓃᑦ ᐊᔾᔨᑏᖏᑦᑑᑕᓂᑦ ᐃᖅᑲᓇᐃᔮᑎᒍᑦ ᖃᓄᐃᓕᐅᕐᓂᐅᔪᓄᑦ ᐊᒻᒪᓗ ᐅᓪᓗᕐᒥᒍᑦ ᐊᓂᒍᔾᔨᓂᖃᕐᓂᐅᔪᓄᑦ ᑭᖑᕙᕐᕕᒋᔭᐅᓲᓄᑦ ᐅᓪᓗᓄᑦ
- ᐃᒻᒥᓅᖕᒐᓗᐊᖅᑑᑕᓂᑦ ᐊᒻᒪᓗ ᓂᑲᓇᖅᑑᑕᓂᑦ ᑐᑭᓯᒋᐊᕈᑎᓂᑦ ᐅᖃᖅᑕᐃᓕᒪᔾᔪᑏᒍᓐᓇᕐᓗᓂᒃ ᑲᓐᖑᓇᖅᑑᑕᐅᓇᕐᖅᑕᐅᓲᓂᑦ ᑐᑭᓯᒋᐊᕈᑎᓂᑦ.

ᑮᓐᓇᐅᔾᔭᒃᓴᖕᒐ ᐊᒻᒪᓗ ᐱᕙᓪᓕᕈᑏᑦ:

- ᐅᓪᓗᓕᒫᖅᑖᖅᑐᖅ ᐃᖅᑲᓇᐃᔮᖅ, ᑮᓐᓇᐅᔾᔨᓴᖕᒐ ᒪᓕᑦᑎᓯᒪᒐᔭᖅᑐᖅ ᐱᓕᕆᓂᕆᓯᒪᔭᖕᒋᓄᑦ
- ᐱᓇᓱᒍᓐᓇᕋᔭᖅᑐᖅ ᐱᕙᓪᓕᕈᑎᓂᑦ ᐊᒻᒪᓗ ᐱᓕᕆᖃᑎᒌᑦᑐᓄᑦ ᓄᖅᑲᖕᒐᐅᔾᔨᓯᐊᒃᓴᓄᑦ ᐸᕐᓈᓄᑦ (GRSP) ᑎᑭᒍᓐᓇᖅᑐᒥᒃ 5ᐳᓴᖕᒐᓗ ᐊᔾᔨᖕᒐᓂᒃ ᐋᔭᐃᕕᐅᔪᓐᓇᕐᓗᓂᒃ ᐃᓕᓴᖅᓯᕕᒃᑯᑎᒍᑦ
- ᒪᕐᕉᒃ ᐱᓇᓱᐊᕈᓱᒃ ᓄᖅᑲᖕᒐᔭᒃᓴᑦ ᐊᒻᒪᓗ ᐱᓇᓱᐊᕈᓯᓄᑦ ᐱᖕᒐᓱᓄᑦ ᑎᑭᒍᓐᓇᖅᑐᖅ ᐊᑭᓕᖅᓱᖅᑕᐅᖏᓐᓇᕐᓗᓂᒃ ᓄᖅᑲᖕᒐᔾᔪᑏᑦ (PTO); ᐊᑭᓕᖅᓱᖅᑕᐅᖏᓇᕐᓗᓂᒃ ᖃᓂᒪᔾᔪᑏᑦ ᐅᓪᓗᐃᑦ ᐊᒻᒪᓗ ᐃᖅᑲᓇᐃᔭᖅᑎᒫᖕᒐᔪᑦ ᐅᓪᓗᐃᑦ

ᐃᖅᑲᓇᐃᔭᖃᑦᑕᕋᔭᖅᑐᖅ ᐃᖅᑲᓇᐃᔭᕐᓇᐅᑉ ᐃᑲᕋᕐᖏᒍᑦ, ᓇᒻᒐᔾᔭᐅᒥᒃ ᐅᓪᓗᐅᐃᓐᓇᕐᒧᒃ 8:30ᒥᑦ ᐅᓪᓛᒃᑯ 5:00ᒧᑦ ᐅᓐᓄᓴᒧ. ᑕᐃᒫᖑᒐᓗᐊᖅᑎᓪᓗᒍᒃ ᐃᖅᑲᓇᐃᔭᒃᑲᓂᕐᑯᔭᐅᖃᑦᑕᕋᔭᖅᑐᖅ ᐃᑲᕋᕐᒥᒍᑦ ᐅᖓᑖᒍᕐᖓᔪᓂᑦ. ᓂᕈᐊᖅᑕᐅᔪᒥᓂᖅ ᓄᓇᖃᕋᔭᖅᑐᖅ ᐊᒻᒪᓗ ᐃᖅᑲᓇᐃᔭᖅᐸᓪᓗᓂᒃ ᑲᕐᖅᑐᒫᐱᒃ. ᐃᒡᓗᖅᑎᑕᐅᓇᕐᒋᑦᑐᖅ. ᐃᖅᑲᓇᐃᔭᕆᖃᑦᑕᖅᓯᒪᔭᕕᒃ ᓇᓗᓇᐃᔭᖅᓯᒪᔭᕐᒋᑦ ᑐᓂᒍᒃ ᐊᒻᒪᓗ ᐱᖃᓯᐅᔾᔨᒍᒪᒍᕕᒃ ᑎᑎᖅᑲᐅᑉ ᓯᕗᓪᓕᖅᐹᖅᓯᐅᑎᖓᓂᒃ ᐃᓄᒃᑎᑐᑦ ᖃᓪᓗᓈᑎᑐᓪᓗ ᐱᖃᓯᐅᔾᔨᒍᓐᓇᖅᐳᑎᒃ ᓇᒃᓯᐅᑎᓗᒍᒃ ᔅᑎᕙᓂ ᑎᒍᓪᓚᒐᖅ ᑲᐅᑐᖅ ᖃᕋᔅᑲᐅᔭᒃᑯᑦ ᓇᒃᓯᐅᑎᓗᒍᒃ ᐅᕙᖓ **HR@ilisaqsivik.ca**. ᑎᑎᖅᑲᐅᔪᖅ ᓇᓗᓇᐃᖅᓯᓯᒪᒋᐊᓕᒃ ᓲᒻᒪᐅᔪᖅ ᐃᖅᑲᓇᐃᔮᖅᑖᕈᓐᓇᖅᑐᓇᒍᕕᒃ ᑖᒃᓯᒍᖓ ᐃᓂᐅᔪᒍᒃ.

ᒪᑐᕕᒃᓴᖕᒐᑕ ᐅᓪᓗᖕᒐ: ᔫᓂ 15 (ᐅᖕᒐᕙᓇᐊᖅᑕᐅᑐᐃᓐᓇᓇᐊᓕᒃ ᑕᐃᒫᖑᒍᓇᐊᖃᕈᓂᒃ)