



Employment Opportunity

Human Resources and Executive Assistant



Location: Inuvik, NT.

Salary: \$55,049 to \$61,567 (salary under review) plus applicable Isolated Post Allowances

Isolated Post Allowances (as of 01/08/2022)

*Maximum Annual Isolated Post Amounts based on full time year-round employment
Employee: \$26,534
Employee with Dependents: \$39,839

Vacation Travel Assistance (as of 01/10/2022)

(VTA is issued twice/year (April & October)
Employee: \$1,908
Employee with Dependents: \$1,908 / adult & \$1,718 / child

Term - 2 years

Who Can Apply?

- In the spirit of the Inuvialuit Final Agreement and the Sahtu Dene and Metis Comprehensive Land Claim Agreement, preference for this position will be given to qualified beneficiaries of these agreements. We encourage applicants to self-identify.
- Qualified non-beneficiaries will be considered for a term appointment if no beneficiary is available.

How to Apply?

Submit your resume to Human Resources at rhugoa-wafuhr@pc.gc.ca by

April 23, 2023 at 23:59, Pacific Time

Contact Us:

rhugoa-wafuhr@pc.gc.ca or 867-777-8800

APPLICANTS WILL BE SCREENED AGAINST THE FOLLOWING CRITERIA:

Education:

An acceptable combination of education, training and/or experience OR Successful completion of a one-year post-secondary program specializing in a field related to the functions of the position (e.g. Human Resources or Administrative field).

Language: English Essential

Experience:

- Experience in providing administrative support services in a highly demanding work environment;
- Experience in providing service to clients.

SHOULD YOU CLEARLY DEMONSTRATE THAT YOU MEET ALL OF THE ABOVE, YOU MAY BE INVITED TO THE NEXT STEP OF THE ASSESSMENT PROCESS. AT THAT TIME, YOU WILL BE RATED AGAINST THE FOLLOWING CRITERIA:

Knowledge

ABILITIES

- Ability to communicate effectively and professionally, both orally and in writing;
- Ability to utilize computer-based systems (i.e., email, Word, PowerPoint, MS Teams, Excel Spreadsheets, etc.);
- Ability to provide administrative and executive support services, as well as support services in Human Resources*.

PERSONAL SUITABILITY

- Detail oriented;
- Takes responsibility;
- Works well with others;
- Exercises sound judgement.

CONDITIONS OF EMPLOYMENT

- Obtain and maintain Reliability Status security clearance.
- Possession and maintenance of a valid class 5 driver's licence.

OPERATIONAL REQUIREMENTS

- Willingness to wear a Parks Canada uniform as required;
- Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required;
- Willingness to travel in the performance of duties.