



Hamlet of Rankin Inlet

Employment Opportunity Manager Administration and Support

The Hamlet of Rankin Inlet is looking to fill a position for Manager of Administration and Support This is an indeterminate position and shall be responsible to provide general assistance to the Senior Administrative Officer of the Hamlet of Rankin Inlet.

RESPONSIBILITIES:

- Provide assistance in conveying Hamlet Council decisions to the general public according to established procedures;
- Advise the SAO on feedback received from the general public and ensure that grievances are addressed accordingly;
- Organize/ announce events on behalf of the SAO or Council;
- Assist with drafting, reviewing, or presenting By-laws to the SAO or Hamlet Council;
- Responsible for assisting with municipal elections, hiring new employees, and bylaw administration;
- Assist the SAO with reviewing/ drafting contracts, tenders, RFP, RFQ, etc.

QUALIFICATIONS:

- Completion of grade 12 or equivalent.
- Minimum five (5) years experience in office administration or supervisory position (equivalencies may be considered).
- Proficiency in related computer programs such as Microsoft word, Excel, PowerPoint, and Outlook).
- Experience in Municipal administration is desirable.
- Communicate effectively (written and verbal) in both English and Inuktitut is considered an asset.
- An understanding and knowledge of relevant Municipal By-laws, legislation, policies, and procedures.

The salary range starts from \$108,396.00 per annum, commensurate with qualifications and experiences, also included is a Northern allowance of **\$22,500** per annum, plus Pension and Health benefits. For inquiries or request for job description, please contact the Hamlet office.

Competition closing date is September 29, 2023 at 3 pm CST.

Submit resume to:

Darren Flynn, SAO
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