



**Administrative Assistant
Rankin Inlet
Competition #97-6516**

The WCB office in Rankin Inlet is looking for an Administrative Assistant to work on a part time basis.

The duties include answering the telephone, taking messages, greeting the public, filing, typing, faxing, maintaining the office supplies inventory and other duties as required.

If you have experience working in a computerized office environment, please send us your detailed resume to the address listed below.

The wage depends on education and work experience, plus a Northern Allowance of \$7.80 per hour.

This job opportunity will remain open until an individual has been hired.

Please forward your resume quoting the competition number to:

Nicole Molloy, Divisional Support Coordinator/HR Clerk

Workers' Compensation Board of the NWT and Nunavut

Box 669

IQALUIT NU X0A 0H0

Email: NicoleM@wcb.nt.ca

Phone: 1-877-404-4407 (toll free) or 867-979-8500

Fax: 1-866-979-8501 (toll free) or (867) 979-8501

***WE ARE AN AFFIRMATIVE ACTION EMPLOYER AND SUPPORT A HEALTHY
WORK ENVIRONMENT BY PROMOTING A SCENT REDUCED WORKPLACE***