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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyakuqtunik Ikumatjutiit

Put a NEW KIND of **ENERGY** in **YOUR CAREER.**

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career - now and in the future.

EXECUTIVE SERVICES COORDINATOR

IQALUIT, NU - Ref. No. QEC-17-026

Calm under pressure, you're a detail-oriented, highly organized administrator, skilled at managing multiple demands and priorities, building harmonious working relationships with clients, colleagues and the public, and keeping the President & CEO's office running smoothly.

Confident and comfortable working with internal and external contacts at all levels, you will provide confidential administration and secretarial support services, including special assignments for the Corporation, as well as back-up assistance to senior management. You will also serve as a corporate secretary to the Board of Directors, providing strategic and operational administrative support, assisting the Chair in establishing and administering the governance framework, and advising on governance requirements and issues. A gifted facilitator, you have what it takes to act as a conduit between the Board and executive/senior management regarding Board decisions, requirements and requests.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Scheduling appointments, making travel arrangements, preparing correspondence, and editing reports and presentations for the President;
- Providing administrative assistance to the Senior Management Committee;
- Managing document flow and corporate administrative records in the Executive Office;
- Managing office expenses (supplies, catering, bills, payments, etc.);
- Managing all aspects of Board and Committee meeting logistics, and editing Board papers;
- Preparing and maintaining the Board O&M Budget;
- Preparing and circulating minutes and details of resolutions and decisions to ensure proper action;
- Administering Board appointment processes, and preparation and filing of statutory instruments;
- Assisting Corporate Counsel to ensure all legal and filing requirements are met; and
- Monitoring and evaluating implementation of Board governance policy and directives.

REQUIRED QUALIFICATIONS INCLUDE:

- Diploma or certificate in Business or Office Administration;
- Degree in Business, Social Sciences or a similar discipline (an asset);
- 3 to 5 years of experience in a similar governance position;
- Familiarity working with a Board and its administration;
- Excellent verbal and written communication skills;
- Proficiency with MS Word and Excel, and scheduling/task management software;
- Good judgment in recognizing scope of authority and protecting confidential information;
- Knowledge of Nunavut, the land, language and culture (an asset); and
- The ability to speak Inuktitut, Inuinnaqtun and/or French (an asset).
- An equivalent combination of education and experience may be considered.

We offer a salary range of \$82,173 to \$101,848 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$15,016 per annum. This position is not included in the Nunavut Employees Union. Subsidized staff housing is available.

Preference will be given to Nunavut Inuit.

Apply in writing, by **August 25, 2017**, to: hr@qec.nu.ca

or by mail to: **Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.**

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

qec.nu.ca