

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.

ORGANIZATIONAL DEVELOPMENT ADMINISTRATOR

BAKER LAKE, NU - Ref. No. QEC-17-023

If you are a talented office administrator who can ensure the delivery of effective organizational development programs, consider this exciting career-building opportunity to take your work to the next level.

Reporting to the Manager, Organizational Development (OD), you will play a fundamental role in providing QEC with the ability to effectively manage and process day-to-day tasks that form the foundation on which the successful execution and delivery of larger, corporate-wide Human Resource and Organizational Development (HROD) projects and initiatives are accomplished.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Provide on-going support and assistance to management and employees on Inuit Employment Programs (Leadership Development, Employment Plan Committee, Summer Student Employment, Apprenticeship, and other corporate initiatives);
- Manage employee professional development and education administration files for QEC, and prepare associated documentation and OD reports, as necessary;
- Assist in the production of various information packages, training manuals, employee materials, employee handouts and booklets;
- Assist with the coordination of HROD related company events, such as office lunches, dinners, farewell parties, etc.; and
- Assist the Staffing and Recruitment Officer with reviewing resumes, and with the recruitment process, as necessary.
- REQUIRED QUALIFICATIONS INCLUDE:
- A high school diploma/GED;
- Two (2) years' experience in a relevant administrative role (HR office environment preferred);

- Ability to maintain the strictest confidentiality when handling highly sensitive employee information and departmental administration;
- Strong organizational and time management skills with the ability to focus, pay attention to detail, and prioritize and execute multiple tasks;
- · Strong problem-solving skills; and
- Proficiency in MS Office Suite strong Word, Excel, Visio and PowerPoint skills, email, intranet and Internet research.

ASSETS:

- · College diploma/certificate in HR, Business or Office Administration;
- Education or training in career counselling or career development; and
- The ability to speak Inuktitut, Inuinnagtun and/or French.

We offer a salary range of \$62,848 to \$74,821 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$24,381 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is not available.

Preference will be given to Nunavut Inuit.

Apply in writing, by August 11, 2017, to: hr@qec.nu.ca

or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU XOC OAO.

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