Nunavut Employees Union

JOB OPENING

NEU Membership Services Clerk
Iqaluit, NU

This is a full time position based in Iqaluit. The membership clerk is the first point of contact for NEU members and some of the main duties are:

Provides secretarial and administrative support to the President and NEU staff; answers phones and greets members entering the office; updates the NEU membership list.

Salary starts at $53,287.66 and a complete northern benefits package is offered but housing is not provided. The Nunavut Employees Union is an Equal Opportunities Employer, and these positions are unionized under the Canadian Union of Labour Employees (CULE).

The successful candidate must be able to read and speak Inuktitut.

A full job description can be obtained from the email address below. It can also be viewed at www.neu.ca.

Deadline: April 28 at 5pm eastern.

Applicants should send their resume to:
Brian Boutilier
Nunavut Employees Union
Box 869, Iqaluit, NU, X0A 0H0
Tel: 867-979-4209
Fax: 867-979-4522
Email: brian@neu.ca