

Essential Office Skills Program

TALOYOAK

November 3 – December 7, 2025

Participants will learn essential skills for entry-level office careers; computer skills, accounting, business writing, communication, customer service & business etiquette.

APPLICATION DEADLINE: October 28, 2025

APPLICATIONS WILL BE CONSIDERED AS THEY ARE RECEIVED SO APPLY EARLY!

To be considered, submit the following documents:

- Resume
- Short Letter stating why you should be selected for this program, and how it will help you

✓ *Note: Basic computer skills are required for this program*



Applicants MUST be registered under the Nunavut Agreement, 18 years of age or older, unemployed or underemployed, and located in Taloyoak. Priority will be given to Inuit registered under the Nunavut Agreement – Kitikmeot Region.

Training allowances and child care costs available for eligible participants

Call Kathleen at the KIA Office in Cambridge Bay for more information 1-833-854-0062 ext 1012, or submit your documents to khokanak@kitia.ca . Your KIA CLO can assist with sending your documents.

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