



JOB ADVERTISEMENT
Administrative Assistant
Cambridge Bay, Nunavut

The Kitikmeot Inuit Association (KIA) is seeking an organized, detail-oriented Administrative Assistant to join our team. This position is a two (2) year term with the possibility of extension.

This position provides essential administrative and financial support to the Social and Cultural Development Department and contributes to the achievement of KIA's vision by ensuring efficient and accurate financial, travel, and administrative services.

The Administrative Assistant will contribute to achieving KIA's vision by providing financial and administrative support in a variety of areas, including:

Processing accounts payable transactions and ensuring departmental finances are maintained in an effective, accurate, and timely manner; processing accounts receivable transactions for assigned departmental divisions, ensuring complete and accurate records of all federal funding; assisting with the administration and monitoring of the financial system, with a focus on assigned contribution agreements; coordinating and monitoring travel arrangements to ensure departmental staff and regional community members' travel is organized efficiently and completed in a timely manner; providing general administrative support to the Social and Cultural Development team as required.

Knowledge, skills, and abilities for this position are usually obtained through completion of a certificate or diploma in bookkeeping, accounting, management studies, or a related field; and a minimum of five (5) years of related experience. Education and/or experience in public administration or management will be considered an asset.

The salary range for this position is **\$90,218 to \$114,329**. KIA has a comprehensive employee benefits package plus **\$27,311.52** Northern Allowance. **No Housing is available for this position.**

Interested applicants are encouraged to submit a cover letter and a resume, giving education, and work experience background information to:

Social HR
Kitikmeot Inuit Association
PO Box 18 Cambridge Bay, NU X0B 0C0
Or by email to: socialhr@kitia.ca *

Clearly indicate "Administrative Assistant**" in the subject line of the email.*

Preference will be given to Kitikmeot Inuit Beneficiaries. Applicants with questions, can email socialhr@kitia.ca. **A full job description is available at www.kitia.ca.**

KIA will only contact those candidates considered for an interview.

Closing Date: August 21, 2026, at 5:00 pm MST