



Baffin Regional Chamber of Commerce

Building 987-C • PO Box 59 • Iqaluit, Nunavut • X0A 0H0

Phone (867) 979-4654 • Fax (867) 979-2929

www.baffinchamber.ca

Employment Opportunity Iqaluit

August 15th, 2023

OFFICE MANAGER

The Baffin Regional Chamber of Commerce (BRCC) advocates on behalf of business in the Qikiqtaaluk Region of Nunavut.

Brief Job Description:

The BRCC is currently seeking a qualified, outgoing, and energetic individual for the exciting position of Office Manager.

This individual will report to the Executive Director and be directly responsible for the management and financial control and maintenance of the Baffin Regional Chamber of Commerce core funding accounting systems for grants and contributions. Also impacts on financial functions by ensuring effective completion of financial procedures. The incumbent is also responsible for general office administration, provides clerical support to the Baffin Regional Chamber of Commerce (BRCC).

The incumbent contributes to BRCC by maintaining filing systems, inventory systems, incoming/outgoing mail and ensuring staff and Board Members can access required information.

The incumbent must understand BRCC programs and services and be able to contribute to staff/clients' communication.

As such the incumbent is critical to the day-to-day operations of BRCC systems.

This position requires a university degree or college diploma in business or office administration, communications, or a related discipline. Strong computer skills in Microsoft Office, Sage Accounting, various social media networks.



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A full detailed job description can be obtained by emailing
execdir@baffinchamber.ca

The BRCC offers a competitive compensation and benefits package, partly based on the qualifications and experience of the successful candidate.

Position will be advertised until filled. Only those applicants that qualify for interview will be contacted.

Forward resume to:

Mail: Baffin Regional Chamber of Commerce
P.O. Box 59,
Iqaluit, NU
X0A 0H0

Fax: (867) 979-2929

E-mail: execdir@baffinchamber.ca