nunavut film development corporation

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Executive Assistant

Salary: $65,000.00 - $70,000.00 per annum, plus benefits

Nunavut Film is a not-for-profit society with a mandate to foster and promote the growth of film, television and new media in the Territory of Nunavut.

Reporting to the CEO of Nunavut Film, the successful candidate will be responsible for the following: provide effective administration and operations of the activities of the Nunavut Film office; coordinate meetings and conference calls; maintain in good order all records of Nunavut Film activities; maintain current and accurate systems and records for grants, programs and other funding provided by or through Nunavut Film.

To be considered for this position you must be a self-starter with strong motivation, who has the proven ability to deal simultaneously with multiple files and tasks and the ability to work independently and with others. The ideal candidate would have at least a secondary school diploma plus experience in office/administrative procedures.

Knowledge of the film/TV/Media industry is highly desirable. Preference will be given to beneficiaries of the Nunavut Land Claims Agreement. Candidates with an equivalent combination of education and demonstrated abilities will be given equal consideration.

We thank all who apply, however, we will only contact those selected for further consideration.

Please apply in writing, including a recent resumé to: Nunavut Film, Box 2398, Iqaluit, Nunavut, X0A 0H0, Email: info@nunavutfilm.ca