

## **Job Description**

### **Executive Assistant**

The Nunatsiavut Housing Commission is seeking a highly organized, detail-oriented, and professional **Executive Assistant** to support the Director of Housing in delivering critical housing programs and services across Nunatsiavut. This is a key administrative role that ensures the efficient operation of departmental functions and housing initiatives.

### **About the Role:**

Reporting to the Director of Housing, the Executive Assistant provides high-level executive and administrative support in a fast-paced environment. This includes managing calendars, preparing reports and correspondence, tracking departmental projects, and coordinating meetings and events. The Executive Assistant also acts as a central point of contact between the Director, internal teams, government agencies, and community organizations, helping to ensure the timely and effective execution of housing policies and programs. A high degree of professionalism, confidentiality, and discretion is essential.

### **Key Responsibilities:**

- Manage the Director's calendar, schedule meetings, and coordinate travel arrangements;
- Maintain and organize key documents, policies, and reports related to housing initiatives;
- Draft, review, and distribute reports, letters, presentations, and other confidential correspondence;
- Track and monitor housing-related projects to ensure deadlines are met;
- Organize and maintain both electronic and hard-copy filing systems;
- Prepare agendas, take minutes, and follow up on action items from internal and external meetings;
- Coordinate logistics for workshops, public consultations, and other housing-related events;

- Order office supplies and maintain smooth day-to-day operations;
- Facilitate communication between the Director and internal/external stakeholders including government representatives and community organizations; and
- Other tasks as assigned by the Director or their designate.

**What We're Looking For:**

- Diploma in Office or Business Administration preferred
- Experience in administrative support; experience in a housing-related role is preferred
- Excellent organizational, time management, and interpersonal skills
- Strong written and verbal communication, with high attention to detail
- Proficiency in Microsoft Office and database management
- Proven ability to handle confidential and sensitive information with discretion
- Ability to work both independently and as part of a team
- Knowledge of housing programs and services, particularly within Indigenous communities is an asset
- Knowledge of Inuit culture, language, and community dynamics is highly desirable
- Bilingual in Inuktitut and English is considered an asset

**Working Conditions:**

This is a full-time, 35-hour-per-week on-site position. The role involves frequent contact with internal staff and community members, as well as regular coordination with government representatives and external stakeholders. The work is primarily office-based with minimal physical effort and requires regular use of a computer and other office tools.

**How to Apply:**

To apply, please send your resume and a brief cover letter to **[recruitment@mcadvisory.com](mailto:recruitment@mcadvisory.com)**.



The Nunatsiavut Housing Commission is committed to equitable hiring practices and building a team that reflects the communities we serve. Accommodations are available throughout the recruitment process upon request.

We thank all applicants for their interest; only those selected for an interview will be contacted.