ᐃᖅᑲᓇᐃᔮᒃᓴᖅ ᒪᑐᐃᖓᔪᖅ
ᑐᔪᕐᒥᕗᒥ ᐅᑕᕿᔪᓄᑦ ᐅᔾᔨᖅᑐᖅᑎ

ᕿᑭᖅᑖᓗᒃ ᑯᐊᐳᕆᓴᓐ ᑳᓐᑐᕌᒃᑕᐅᓯᒪᑦᖅ ᐊᐅᓚᕐᓯᓗᓂ ᓄᓇᕗᑦ ᒐᕙᒪᒃᑯᑦ ᑐᔪᕐᒥᕗᓂ ᐅᑕᕿᔪᓄᑦ ᐋᑐᕖᒥ, ᐃᓪᓚᑕᓐ, ᕙᓂᐋᒃ ᐊᒻᒪᓗ ᔭᓗᓇᐃ. ᕿᓂᖅᑐᒍᑦ ᐋᕿᒃᓱᐃᕐᑎᐊᕈᓐᓇᖅᑐᒥᒃ ᐊᒻᒪᓗ ᓇᓗᓇᐃᔭᖅᓯᕐᑎᐊᕈᓐᓇᖅᑐᒥᒃ ᐃᓄᖕᒥᒃ ᐱᓇᓱᐊᖃᑕᐅᓗᓂ ᐅᕙᑎᓐᓄᑦ, ᐅᓇ ᐃᖅᑲᓇᐃᔮᒃᓴᖅ ᐃᑲᔪᕐᓂᐊᖅᑐᖅ ᐊᐅᓚᕐᓯᔨᒥᒃ ᑲᒪᒋᖃᑦᑕᕐᓗᒋᑦ ᐊᔾᔨᒌᓐᖏᑦᑐᑦ ᐱᔭᒃᓴᐃᑦ ᐱᓕᕆᔭᕆᐊᓕᑉ.

** ᐅᓇ ᐊᑕᐃᓐᓇᕐᓂᐊᖅᑐᖅ 40 ᐃᑲᕋᓄᑦ ᐊᑕᐅᓯᖅ ᐱᓇᓱᐊᕈᓯᖅ ᐃᖅᑲᓇᐃᔮᒃᓴᖅ ᓴᓇᕐᑲᑦᑕᕐᓂᓕᐊᖅᑐᖅ, ᐅᓇ ᕿᑕᓪᒥᐅᔪᒃᑯᑦ ᑳᓐᑐᑦᖅ ᐃᖅᑲᓇᐃᔮᒃᓴᖅ, ᐊᑎᓛᖅ 22 ᐱᓇᓱᐊᕈᓯᑦ ᐃᒪᖄ ᐅᖓᕙᓇᐊᕈᓐᓇᖅᑐᖅ**

ᐱᔭᒃᓴᑎᑦ ᐅᑯᐊ ᐃᓚᒋᔭᐅᔪᑦ:

- ᐃᑲᔪᕐᑐᑎᑦ ᐅᔾᔨᖅᑎᖅᑎᐅᑐᑎᑦ ᐊᒻᒪᓗ ᑐᑭᒧᐊᒃᑎᑦᑎᑐᑎᑦ ᑐᔪᕐᒥᕗᒥ ᐅᑕᕿᓂᐊᖅᑐᓄᑦ ᐊᐅᓚᑦᑎᑐᑎᑦ ᖃᓇᓴᐅᔭᒃᑯᑦ ᑎᑎᕋᕐᕕᒋᕙᓪᓗᒋᑦ ᐊᒻᒪᓗ ᐅᖃᓗᒻᕕᒋᕙᓪᓗᒋᑦ);
- ᐃᑲᔪᕐᑐᒍ ᐊᐅᓚᕐᓯᔨ ᐅᓂᒃᑳᓂᒃ ᑎᑎᕋᖅᐸᓪᓕᐊᓂᖅ ᐊᒻᒪᓗ ᑭᐅᓯᔾᔪᑎᑦ ᓯᓚᑖᓂᑦ ᑎᒍᒥᐊᖅᑎᐅᔪᓂᑦ
- ᐱᓕᕆᕐᑲᑦᑕᕐᑐᒋᑦ ᖃᐅᑕᒫᑦ ᐊᐅᓚᑦᑎᔾᔪᑕᐅᔪᑦ ᐅᑕᕿᕕᐅᔪᓄᑦ ᑐᔪᕐᒥᕗᒥ ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ;
- ᑐᓂᓯᒪᑐᒋᑦ ᑳᓐᑐᑦᑦ ᐊᒻᒪᓗ ᐱᓇᓱᐊᕐᑲᑎᒌᑦ ᐱᓕᕆᕐᑲᑎᒌᙵᐅᔪᑦ - ᖃᖓᑕᓲᑦ, ᑐᔪᕐᒥᕙᑦ, ᑖᒃᓯ ᐊᒻᒪᓗ ᖃᐅᔨᓴᖅᑎᑦ ᐃᓄᖕᓂᒃ;
- ᖃᓇᓴᐅᔭᒃᑯᑦ ᐊᐅᓚᑦᑎᔾᔪᑕᐅᔪᑦ ᐊᒻᒪᓗ ᐅᓂᒃᑲᓕᐅᖅᐸᓪᓕᐊᓂᖅ ᐊᑐᕐᓗᒋᑦ ᖃᓇᓴᐅᔭᒃᑯᑦ ᓄᐊᑦᑎᕙᒃᑎᒍᑦ
- ᑎᑎᕋᕐᓗᒋᑦ ᐊᒻᒪᓗ ᐅᖃᓕᒫᕐᓗᒋᑦ ᐅᓂᒃᑳᑦ ᑐᓂᔾᔪᑕᐅᓚᐅᖕᖏᓂᖕᖏᓐᓂ;
- ᐅᖃᕐᓂᕐᔫᑕᐅᔪᑦ ᐊᒻᒪᓗ ᖃᓄᐃᓕᔪᕙᓃᑦ ᐊᐅᓚᑦᑎᔾᔪᑕᐅᔪᑦ;
- ᐊᐅᓪᓚᓇᐊᖅᑐᓄᑦ ᐋᕿᒃᓯᓇᐊᓕᕐ.
- ᐅᖃᓗᒻᕕᐅᕙᓪᓗᑎᑦ/ ᐃᑲᕋᕙᑦ ᓯᓚᑖᒍᑦ ᐃᑲᔪᖃᑦᑕᕐᓗᑎᑦ ᑐᐊᕕᒃᓇᖅᑐᖃᖅᑎᓪᓗᒍ

ᐊᔪᕆᑦᑕᓇᐊᖃᖅᑕᑎᑦ ᐊᒻᒪᓗ ᓴᓇᔪᓐᓇᓇᐊᖃᖅᑕᑎᑦ ᑕᐃᒪᓐᓇᐅᔭᓇᐊᖃᖅᑐᑦ:

- ᐱᓇᓱᐊᕐᑲᑎᒌᖕᓄᑦ ᐊᐅᓚᑦᑕᓇᐊᓕᖕᓄᑦ;
- ᓇᓗᓇᐃᔭᑎᐊᓇᐊᖃᖅᑐᑦ ᐅᖃᐅᓯᓇᓗᕆᑦ;
- ᐃᖅᑲᓇᐃᔮᖃᖅᓯᒪᓗᑎᑦ ᐱᔭᕇᖅᓯᒪᕆᐊᖃᖅᑐᑦ ᐃᓱᓕᕙᖃᖅᑎᓪᓗᕆᑦ;
- ᐃᑲᔪᖅᑕᐅᔪᑦ ᐱᔾᔨᑎᕋᕐᓗᕆᑦ ᐊᑐᓇᐊᖃᖅᑕᖕᕆᓐᓄᑦ;
- ᐱᓕᕆᔪᓐᓇᑎᐊᕐᓗᕆᑦ ᖃᓇᓴᐅᔭᓕᕆᔾᔪᑎᑦ ᐊᒻᒪᓗ ᓄᐊᑦᑎᕙᖕᕆᑦ;
- ᖃᐅᔨᓴᕈᑎᑖᓂᑦ ᐊᐅᓚᑦᑎᐊᕈᓐᓇᕐᓗᕆᑦ ᐊᒻ ᖃᐅᔨᓇᓯᑦᑎᐊᖃᑦᑕᓇᐊᖃᖅᑐᑦ ᐱᓕᕆᔪᓐᓇᕐᓗᕆᑦ;
- ᓄᐊᑦᑎᓗᑎᑦ ᖃᐅᔨᓴᕈᑎᑖᑦ ᐅᓂᒃᑳᖕᕆᓐᓂᒃ
- ᑐᓴᐅᑎᓕᕆᔾᔪᑎᑦ ᐱᓕᕆᔪᓐᓇᑦᑎᐊᕐᓗᕆᑦ (ᐅᖃᓪᓚᒍᓐᓇᑦᑎᐊᕐᓗᑎᑦ ᐊᒻᒪᓗ ᑎᑎᕋᕈᓐᓇᑦᑎᐊᕐᓗᑎᑦ);
- ᐊᐅᓚᕐᓯᔾᔫᑎᓇᐊᖃᖅᑐᓂᒃ ᐱᓕᕆᔪᓐᓇᑦᑎᐊᕐᓗᑎᑦ
- ᑐᔪᕐᒥᕗᒥ ᐱᔾᔨᑎᕋᖅᑕᐅᔪᒪᔪᓂᒃ ᐱᓕᕆᔪᓐᓇᑦᑎᐊᕐᓗᑎᑦ
- ᖃᐅᔨᓗᑎᑦ ᖃᖓᑕᓲᑦ ᖃᖓᑦᑕᕐᕕᒃᓴᖏᑦ ᐊᒻᒪᓗ ᐊᐅᓪᓚᕐᕕᒃᓴᖏᑦ;
- ᐃᖅᑲᓇᐃᔭᓇᐊᖅᑲᓕᕋᖓᕙᑦ ᐊᑐᐃᓐᓇᐅᓗᑎᑦ, ᐅᖃᓗᒻᕕᐅᔪᓐᓇᕐᓗᑎᑦ ᑖᓐᓇ ᐃᓚᒋᓪᓗᐊᑦᑕᖅᑕᖓ ᑖᔅᓯᒪ ᐃᖅᑲᓇᐃᔮᒃᓴᖅ.

ᐃᖅᑲᓇᐃᔭᖅᑖᕋᓯᒃᑐᑦ ᐃᒪᓐᓇᐅᔭᓇᐊᖅᑲᖅ>ᑦ:

ᕿᑭᖅᑖᓗᒃ ᑯᐊᐳᕆᓴᓐ
ᑎᑎᖅᑲᒃᑯᕕᒃ 1228
ᐃᖃᓗᐃᑦ, ᓄᓇᕗᑦ XOA OHO

ᓱᒃᑲᔪᒃᑯᑦ: (867) 979-8433
ᑐᑦᖅᑎᓪᓗᒍ: Human.Resources@qcorp.ca

ᐃᖅᑲᓇᐃᔭᖅᑖᕋᓯᒃᑐᑦ ᑖᒃᑯᐊᑐᐊᖅ ᓂᕈᐊᖅᑕᐅᔪᑦ ᐊᐱᖅᓱᖅᑕᐅᔪᒪᔪᑦ ᐅᖃᕐᕕᐅᓂᐊᖅᑐᑦ, ᑯᔭᓐᓇᒦᒃ ᑕᒪᕐᒥᒃ ᐃᖅᑲᓇᐃᔭᖅᑖᕋᓯᓚᐅᖅᑐᑦ.

QIKIQTAALUK CORPORATION
& Group of Companies

EMPLOYMENT OPPORTUNITY
Isolation Hub Supervisor

Qikiqtaaluk Corporation has been contracted to Manage the GN Isolation Hubs in Ottawa, Edmonton, Winnipeg & Yellowknife. We are looking for a well-organized and detail-oriented person to join our team, this position will assist the Manager by providing oversight to the Coordinators on a variety of tasks as required.

** This is a full time 40 hrs. per week position with on-call assignments, this is a short-term contract position, minimum 22 weeks with possible extensions thereafter**

Key Responsibilities include:

- Assist in supervising and directing Isolation in-take staff (managing email & phone communications);
- Assist Manager with compiling reports and responding to requests from external stakeholders
- Overseeing the day-to-day operations of the Isolation Hub staff;
- Contract & relationship engagement – airlines, hotel, taxi and security providers;
- Data Management & reporting using Microsoft Excel
- Preparing and reviewing reports prior to distribution;
- Complaint and incident management;
- Travel management.
- Provide on call/ afterhours support services for urgent matters

Qualifications and Skills required:

- Team Management;
- Detail oriented;
- Experience working within deadlines;
- Customer service experience;
- Proficient at Microsoft Outlook and Excel;
- Data management and analysis skills
- Compiling data reports
- Excellent communications skills (written & verbal);
- Excellent organizational skills;
- Excellent customer service skills
- Familiar with airline schedules;
- Experience with on-call, as on-call will be a component of this position.

Application Procedure:

Qikiqtaaluk Corporation
P.O. Box 1228
Iqaluit, NU XOA OHO

Fax: (867) 979-8433
Attn: Human.Resources@qcorp.ca

Only applicants selected for interviews will be contacted, we thank all applicants for applying.