



# *Sakku Investments Corporation*

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## Job Advertisement SUMMER STUDENT

Sakku Investments Corporation is the Development Corporation of the Kivalliq Inuit Association (KivIA.) Under the Nunavut Agreement, Kivalliq Inuit Association is a designated Inuit organization which represents the interests of all Inuit living in the Kivalliq Region, with Sakku Investments Corporation serving as its 'Business Arm' and deemed an Inuit Birthright Corporation.

The Sakku Summer Student will gain hands-on experience by working in various departments across the organization. They will support day-to-day operations while learning about different roles and responsibilities across Sakku's divisions. This opportunity will allow a Summer Student to develop workplace skills, explore potential career paths, and foster professional growth.

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### Key Responsibilities:

- Office administration: Manage attendance, front desk reception (English & Inuktitut), board support, calls, mail, and kitchen upkeep.
- Finance: Support with reconciliations, invoicing, journal entries, and accounts payable/receivable.
- Communications: Assist with ad creation and distribution, partner outreach, basic Canva design, and website updates.
- Energy & Sustainability: Coordinate event planning, community visit logistics, stakeholder letters, and travel arrangements.
- Training & Employment: Support HR processes, job postings, brochure development, and data collection from partners on Inuit employment and training initiatives.

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### Requirements:

- Enrollment in a post-secondary or college program at the second year or higher.
- Possession of a valid Class 5 driver's license.
- Comprehensive understanding of general office practices.
- Familiarity with standard office equipment.
- Strong work ethic, with the ability to operate independently and contribute effectively within a fast-paced and dynamic organization.
- Proficient in Microsoft Office Suite.
- Proficiency in both spoken and written Inuktitut and English.
- Detail-oriented, well-organized, and capable of coordinating multiple tasks simultaneously.
- Strong problem-solving skills.
- Effective verbal and written communication abilities.
- Experience in client services.

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### Competition Closing Date: Friday, May 23, 2025

- \$25.00 - \$35.00 per hour based on education/work experience.
- Housing support will be considered based on needs.
- Relocation from other Kivalliq communities will be supported.
- Preference will be given to Inuit enrolled under the Nunavut Agreement.
- Only applicants that are selected for an interview will be contacted.

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To apply for this position, please send your cover letter and resume to [hiring@sakku.ca](mailto:hiring@sakku.ca)

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[contact@sakku.ca](mailto:contact@sakku.ca) | 1-867-645-2805 | 12-71 Nuvua St.