



**JOB POSTING:
ADMINISTRATIVE ASSISTANT (Term Position)**

We are seeking an Administrative Assistant to cover maternity leave from February 2012 to February 2013. Under the direction of the Vice President and Corporate Secretary, this position provides a high level of confidential support to the corporate office in Edmonton, Alberta.

Responsibilities include, but are not limited to, the following:

- ◆ Telephone reception; general office and clerical duties including drafting various types of correspondence, assisting with preparing presentations, assisting with the preparation of statutory returns, typing, photocopying; filing, coordinating meeting and catering arrangements; coordinating travel and accommodation bookings; coordinating IT requirements, maintaining and organizing all office supplies and equipment; picking-up and distributing incoming, outgoing and interoffice mail; coordinating courier and other delivery services.

The ideal candidate for this position will be able to demonstrate the following qualifications:

- ◆ A minimum of Grade 12.
- ◆ A minimum of 3 years' direct experience in an administrative capacity.
- ◆ Successful completion of office procedures and practices training is considered a strong asset.
- ◆ Ability to work to high standards with a dependable work ethic.
- ◆ Ability to work in a team environment and provide outstanding internal and external client service.
- ◆ Well-organized and capable of multi-tasking.
- ◆ Proactive nature to take initiative and the ability to attend to detail and follow-up.
- ◆ Solid computer skills, including Microsoft Office Suite.
- ◆ Excellent communication and interpersonal skills with the ability to be diplomatic and tactful and to work with confidential issues.

Compensation will be commensurate with your qualifications and experiences. It is appropriate to the level and location of the position.

If you are interested in applying for this position, please submit a cover letter and resumé to:

NorTerra Inc.
Corporate Services
Suite 1201, Bell Tower, 10104 – 103 Avenue, Edmonton, AB T5J 4G8
Fax: 780.424.1935 or Email: tlt@norterra.com.

CLOSING DATE: FEBRUARY 27, 2012

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

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By providing your resume, you agree that it may be shared amongst NorTerra's subsidiary companies (Canadian North Inc., Northern Transportation Company Limited, Weldco-Beales Manufacturing Inc., Braden-Burry Expediting Ltd. and Northern Industrial Sales Ltd).