

Business Development Officer

Travel Nunavut is seeking a motivated Inuk to help businesses grow throughout the territory. The successful individual must be willing to work full-time hours (8:30-5:00 Monday-Friday) and travel is required with this position.

Duties include:

- General office duties (answering the phone, printing etc.)
Answering tourism related emails
Help tourism operators build packages
- Identify opportunities for operators to attend conferences and trade shows and help them prepare
- Assist with completing a variety of applications for licenses, funding etc.
- Understand business and tourism plans
- Understand small business finances (financial statements, invoicing, quotes etc)

Position is indeterminate

Housing is not available but a housing allowance is provided.

Salary is competitive

Northern allowance

Benefits package including health, dental and pension

Please email your resume or questions to finance@travelnunavut.ca.

Resumes can be dropped off in person to bldg. 917

No phone calls please.

Closing date: open until filled