



**Northwest Territories and Nunavut  
Association of Professional  
Engineers and Geoscientists**

***Administrative Assistant***

NAPEG is the regulatory organization established under the *Engineering and Geoscience Professions Act* to regulate the practices of professional engineering and professional geosciences, to govern the professions in accordance with the Act and by-laws, and to establish and maintain standards of knowledge, skill, care and professional ethics among its members and licensees, in order that the interests of the public may be served and protected.

The Administrative Assistant will report to the Office Manager and will provide reception services and administrative assistance, particularly in relation to processing of applications for membership. The Administrative Assistant will be required to maintain registrant files and general files, assist with accounts receivable, assist with supporting NAPEG committees, including assisting with the preparation for the annual Professional Development Conference, Awards Banquet and Annual General Meeting, and other related office duties. This is a full-time position. Normal working hours are 8:30 am to 5:00 pm, Monday to Friday. A competitive salary is offered.

The ideal candidate will have a high school diploma, formal office administration or secretarial training and/or relevant office experience, strong written and oral communications skills, sound organizational and computer skills, and the ability to work both independently and with a team. Proficiency in Microsoft Office is required.

Please apply by submitting your current resume and a cover letter, on or before **Friday, September 10, 2010**, to:

Michele Taylor, Office Manager  
NAPEG  
201, 4817 – 49<sup>th</sup> Street  
Yellowknife, NT X1A 3S7  
FAX: (867) 873-4058  
E-Mail: [mtaylor@napeg.nt.ca](mailto:mtaylor@napeg.nt.ca)

*Only applicants selected for an interview will be contacted.*