

Tundra North Tours  
Inuvik, Northwest Territories  
1 800 420 9652  
Info@tundranorthtours.com  
www.Tundranorthtours.com



#### OFFICE ASSISTANT – JOB DESCRIPTION

Tundra North Tours is an Inuvialuit and Gwich'in owned tour company located in Inuvik, NT. It is our mission to provide visitors from all over the world with an authentic experience of the unique atmosphere and culture of our home in Canada's North. Currently, Tundra North Tours is building the Okpik Arctic Village located 16 km outside of Inuvik (accessible by ice road in winter or boat in summer). We are also preparing for multiple tour groups to join us this spring and summer.

As the office assistant you will report to the office manager and be responsible for assisting in the overall organization and administration of the business.

#### Roles and Responsibilities

- Payroll and Payroll Filing
- WSCC Filings
- Organizing and filing receipts in hard copies and on Quickbooks
- Organizing funding reporting needs
- Responding to tour inquiries
- Delegating incoming emails and calls to the correct point of contact within the company
- COVID-19 safety procedures
- Tour bookings and reservations
- Ordering supplies and parts

#### Qualifications

- Attention to detail
- Experience using Google Drive and google workspace (google docs, google sheets, etc.)
- Exceptional organizational skills
- Ability to be flexible and adaptable in a dynamic working environment

Pay - \$18/hour