



VUNTUT GWITCHIN FIRST NATION  
Old Crow, Yukon  
*HUMAN RESOURCES DEPARTMENT*

## **EMPLOYMENT OPPORTUNITY**

### **Health & Social Programs Administrative Assistant**

Full-time position (65 hrs bi-weekly) with benefits.

#### **Duties:**

- Provides administrative and secretarial support to the Health & Social Programs Department.
- Entering client information into AIS Database to initiate monthly living support payments.
- Prepares correspondence, reports, statements, cheque requisitions, brochures, publications, and purchase orders, travel claims, and presentations.
- Organizes and participates in meetings & events
- Makes travel arrangements
- Other related duties as requested

#### **Qualifications:**

- Certificate or diploma in office administration, or secretarial program, or equivalent in experience and relevant course work.
- Ability to create documents using Word and Excel
- Ability to multi task in a busy office
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to take minutes of meetings
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public and business associates with a positive helpful attitude and maintain a professional manner.

A detailed job description is available.

**Salary:** under review

**Closing Date:** November 30<sup>th</sup> @ 4:00 p.m.

Please submit resumes that include job experience and the main skills you used in each job to:

Cheryl Itsi-Charlie  
Director, Human Resources  
Vuntut Gwitchin First Nation  
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Posted November 15, 2005