



VUNTUT GWITCHIN FIRST NATION
Old Crow, Yukon
HUMAN RESOURCES DEPARTMENT

EMPLOYMENT OPPORTUNITY
Administrative Assistant
Education Department
Part-Time

Job Summary:

Reporting to the Director, Education Department this position carries out clerking duties, organizes meetings, makes travel arrangements, and provides departmental reception services.

Duties:

- Provides reception duties for the department
- Makes travel arrangements including booking air tickets, accommodation and assisting staff prepare travel expense claims
- Prepares departments purchase orders, match invoices to purchase orders and prepare payment requisitions for approval
- Organizes and participates in meetings & events
- Maintain calendar of events and staff travel
- Other related duties as requested

Qualifications:

- Minimum Grade 10 or equivalency, or equivalent in experience and relevant course work.
- Knowledge of basic accounting and records management procedures
- Ability to create documents using Word, Excel, and PowerPoint
- Ability to multi task in a busy office and take direction from multiple sources
- Ability to assume responsibility, prioritize tasks and meet deadlines

Hourly Wage: \$30.30 per hour to start

This is a casual position based on 35 hours biweekly. (3.5-hour workday, 1:00 to 4:30 p.m)

Closing Date: November 30, 2015. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Brenda Frost
Manager, Human Resources Department
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: hrd@vgfn.net
Phone: (867) 966-3261 Ext. 256
Fax: (867) 966-3800

Posted Date: November 16, 2015