



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY EDUCATION CLERK

The Job:

Reporting to the Director of Education, this position carries out clerking duties, organizes meetings, make travel arrangements, and provide departmental reception services.

Qualifications:

- Minimum Grade 10 or equivalency, or equivalent in work experience and relevant course work
- Knowledge of the organizational structure of Vuntut Gwitchin Government
- Knowledge of effective office procedures
- Knowledge of basic bookkeeping
- Knowledge of records management

Wage: \$31.03 per hour

This is a part-time term position based on 30 hours bi-weekly (3 hour work days: 9:00 a.m. to 12:00)

Closing Date: June 11, 2018 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit cover letter and resume to:

Malinda Bruce
Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Ph: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: hrd@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.

Posted: May 28, 2018