



VUNTUT GWITCHIN GOVERNMENT
Old Crow, Yukon
HUMAN RESOURCE DEPARTMENT

EMPLOYMENT OPPORTUNITY
Administrative Assistant
Government Services Department

Summary:

Reporting to the Director this position provides administrative and office support to all positions in the Government Services Department.

The Job:

Reporting to the Director of Government Services, this position provides administrative and office support to all positions in the Government Services Department. You will be responsible for creating word-processing correspondence, reports, and other documents using Microsoft Word; creating and updating Excel documents; making travel arrangements including booking airplane tickets, rental cars, accommodation; Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims and expenses, rental agreements and other documentation as required; filling out work orders and receiving completed orders from carpenters and plumbers; organizing and maintaining paper and electronic files; organizing and participating in meetings & events including taking minutes, booking & setting up space; and maintaining a calendar of events and staff travel; and a willingness to pursue personal and professional development by attending relevant training.

The Candidate:

The ideal candidate will have a certificate or diploma in office administration or secretarial program or equivalent in experience and relevant course work; knowledge of effective office procedures; ability to use computer programs such as MS Office (Excel, Word), email and web browsers; multi task in a busy office and take direction from multiple sources; ability to take minutes of meetings and organize notes into effective minutes; ability to assume responsibility, prioritize tasks and meet deadlines; ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner. Experience working with ACCPAC is an asset.

Salary: \$46,090 - \$55,307 (\$30.30 per hour to start) per annum based on 32.5 hours per week. (6.5 hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: August 16, 2016 at 4:00 p.m. 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
Vuntut Gwitchin Government
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