



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

INVENTORY CLERK

Government Services Department

Employment Type: Full-time 1 Yr. Term

Salary: \$67,467.00 - \$80,943.00

Location: Old Crow, Yukon

Reporting to the Purchasing Officer, this position is responsible for receiving, issuing and recording of all building materials and other stock items for the Government Services Department and VGG Departments. This position is also responsible for orderly and appropriate storage of all materials, lubricants and spare parts and other items; ensuring the general warehouse is kept clean and orderly.

Education and Experience:

Minimum Grade 10 completion or equivalency in work experience and training in inventory management;

Knowledge of basic vehicle maintenance, parts and lubricants;

WHMIS Certificate

Standard First Aid/CPR or willingness to obtain;

Condition of Employment:

Class 5 driver's license with clean drivers abstract;

Willingness to walk 20 – 30 minutes to work in extreme weather conditions and darkness;

Incumbent must be willing to follow established VGG policies and procedures;

Copies of the Job Description can be obtained from the Human Resources Manager. Contact info below.

VGG Human Resources Policy will apply.

We thank all those who apply but only those selected for further consideration will be contacted.

Application deadline: December 28, 2018

Send Applications and/or resumes to:

Human Resource Manager
Vuntut Gwitchin First Nations
Fax: (867) 966-3008
Phone: (867) 966-3261, ext. 256
Email: hrman@vgfn.net