

# 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  
Web: www.vgfn.ca

## EMPLOYMENT OPPORTUNITY GOVERNMENT SERVICES CLERK

**Employment Type:** Full time one-year term

**Salary:** \$54,610-\$65,539 per annum (\$32.31-\$38.78 per hour), 65 hours bi-weekly

**Location:** Old Crow, Yukon

### Duties:

- Responding to telephone and electronic inquiries or directing inquiries to appropriate person.
- Greeting clients, ascertaining nature of business and directing them to appropriate person
- Keeping informed of co-worker's appointments, travel and meeting schedules, and informing others as needed
- Preparing, obtaining approval and submitting to Finance Department cheque requisitions,
- purchase orders, travel claims, short term hire forms, honorarium forms and other documentation
- Preparing Repair and Maintenance Work orders for approval per guidelines
- Creating and maintaining manual and computerized information filing systems for minutes, correspondence, reports, forms, policies and other documentation
- Ensuring confidentiality and safety of files
- Analyzing office administrative procedures continually and informing supervisor where changes would improve efficiencies.

### Education and Experience:

Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work. Knowledge of the organizational structure of the Vuntut Gwitchin Government. Knowledge of effective office procedures. Knowledge of basic accounting and accounting packages (ACCPAC). Knowledge of records management

**Closing Date: February 17, 2020 @ 4:00 p.m.**

Please submit resume that includes job experience related to position to:

Malinda Bruce  
Human Resources Manager  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867) 966-3261 ext. 256  
Email: hrd@vgfn.net

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

Posting date: February 3, 2020