



## **EMPLOYMENT OPPORTUNITY**

### **Human Resources Clerk** **Human Resources Department** *Casual Part-time position*

#### **Job Summary:**

Reporting to the Human Resources Manager this position carries out administrative duties, assists with recruitment, makes travel arrangements, and provides departmental reception services.

#### **Main duties:**

- Provides reception duties for the department;
- Preparing and processing hiring and other personnel documentation at the direction of the supervisor;
- Preparing and submitting to Finance & Human Resources Department cheque requisitions, POs, travel claims, short term hire and honorarium forms and other documentation as required;
- Assisting with recruitment process including assisting job applicants in completing required forms and other documentation;
- Word processing memoranda, notices and letters; and
- Other related duties as requested.

#### **Qualifications:**

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

**Hourly Wage:** \$30.30 per hour

This is a casual position based on 35 hours biweekly. (3.5-hour workday, 1:00 to 4:30 p.m)  
VGG closes every second Friday as of April 11, 2014

**Closing Date:** December 02, 2014

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

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

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