



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

Employment Category: one-year term

Salary: \$58,764 - \$70,503 per annum plus an excellent benefits package

Location: Old Crow, Yukon

Reporting to the Supervisor of Purchasing and Warehousing, this position is responsible for receiving, issuing and recording of all building materials and other stock items for Government Services Department. This position is also responsible for orderly and appropriate storage of all materials, lubricants and spare parts and other items and to maintain the general warehouse in good order and cleanliness.

Education and Experience:

Minimum Grade 10 or equivalency, training or experience in inventory management and knowledge of basic vehicle maintenance.

WHMIS 2015 Certificate – willing to obtain

Standard First Aid/CPR

Condition of Employment

Class 5 driver's license with clean drivers abstract;

Willingness to work in extreme cold temperatures and darkness;

Willingness to follow policies and procedures as detailed in personnel and administrative manuals; Mandatory confidentiality is required

VGG Human Resources Policy will apply. For complete job description please go to the Human Resource Office.

Closing Date: January 28, 2020 at 4pm

Send resume and cover letter to:

Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, Yukon Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: jobs@vgfn.net

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

Posted: January 14, 2020