

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



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## HUMAN RESOURCES DEPARTMENT

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P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: www.vgfn.ca

## EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT NATURAL RESOURCES DEPARTMENT

### The Job:

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

### Duties:

- Responding to telephone and electronic inquiries or directing inquiries to appropriate person, screening calls and determining priority level
- Greeting customers, ascertaining nature of business and directing customers to appropriate person
- Keeping informed of co-workers' appointments, travel and meeting schedules, and informing others as needed
- Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims, receipts and other documentation
- Creating and maintaining manual and computerized information filing systems for minutes, correspondence, reports, forms, policies and other documentation
- Ensuring confidentiality and safety of files
- Following procedures for ordering office supplies, gifts and equipment
- Analyzing and resolving office administrative and procedural problems
- Booking travel arrangements
- Ordering and receiving materials and supplies

### Qualifications:

- Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work.
- Knowledge of Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of effective office procedures
- Knowledge of basic accounting
- Knowledge of records management
- Basic knowledge of traditional and current uses of settlement and traditional land and waters

**Pay Range:** \$53,542 - \$64,257 per annum plus an excellent benefits package

This is a full-time term position based on 65 hrs. bi-weekly (6.5 hour workdays: 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

**Closing Date: August 16, 2018 @ 4:00 p.m.**

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

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

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

**Posting date: August 2, 2018**