

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

Administrative Assistant Natural & Heritage Resources Department

The Job:

Reporting to the Director, this position provides administrative and office support to all positions in the Natural & Heritage Resources Department. You will be responsible for making travel arrangements including booking air tickets, accommodation and assisting staff to prepare travel expense claims; Preparing department purchase orders, match invoices to purchase orders and prepare payment requisitions for approval; organizing and participating in meetings & events including taking minutes, booking & setting up space; and maintaining a calendar of social events and staff travel.

The Candidate:

The ideal candidate will have a certificate or diploma in office administration, or secretarial program, or equivalent in experience and relevant course work; knowledge of effective office procedures; ability to create documents using Word, Excel, and PowerPoint; ability to multi task in a busy office and take direction from multiple sources; ability to take minutes of meetings and organize notes into effective minutes; and ability to assume responsibility, prioritize tasks and meet deadlines.

Wages: \$30.30 per hour based on 32.5 hours per week. (6.5 hour workday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: **March 31, 2016**. We thank all applicants but only shortlisted candidates will be contacted.

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

Brenda Frost
Manager, Human Resources
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