

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 SUMMER STUDENT COORDINATOR/HR CLERK

The Job:

Reporting to the Human Resources Manager, this position will coordinate this year's summer student employment and will carry out clerking duties, organizes meetings, assist with recruitment and make travel arrangements and provision of reception services. This position is short-term until August 31, 2018 with the possibility of extension.

Qualifications:

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

Wage: \$31.03 per hour

Closing Date: May 16, 2018 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

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

Malinda Bruce
Human Resource 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: May 2, 2018