



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## FINANCE & HUMAN RESOURCES DEPARTMENT

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

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## EMPLOYMENT OPPORTUNITY

### **Administrative Assistant** **Natural & Heritage Resources Department** *Part-Time Position (Afternoons)*

#### **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:** \$28.44 - \$34.13 per hour based on 17.5 hours per week. (3.5 hour workday 1:00 to 4:30 p.m.)

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

Closing Date: **May 6<sup>th</sup>, 2011 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.**

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

Cheryl Charlie  
**Manager, Human Resources**  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867)966-3261, ext. 258  
Fax: (867)966-3800  
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