



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

FINANCE & HUMAN RESOURCES DEPARTMENT

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

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EMPLOYMENT OPPORTUNITY

Administrative Assistant

Natural & Heritage Resources Department

Temporary Position (September 23rd – November 17th, 2010)

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; 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.

Hourly Rate: **\$26.62 - \$31.95**

This is a casual full-time position based on 32.5 hours per week. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

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

Closing Date: **September 30th, 2010 @ 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
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