



EMPLOYMENT OPPORTUNITY

Administrative Assistant/Social Administrator Health, Social and Recreation Department

Job Summary:

Reporting to the Director, Health, Social and Recreation department this position administers the Social Assistance program and provides administrative and office support to the department.

Duties:

- Process monthly requests for Social Assistance
- Makes travel arrangements including booking air tickets, accommodation and assisting staff prepare travel expense claims
- Prepares departments purchase orders, match invoices to purchase orders and prepare payment requisitions for approval
- Organizes and participates in meetings & events including taking minutes
- Maintain calendar of social events and staff travel
- Other related duties as requested

Qualifications:

- Certificate or diploma in office administration, or secretarial program, or equivalent in experience and relevant course work.
- Knowledge of Yukon Social Assistance Act
- Knowledge of basic accounting and records management 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
- Ability to assume responsibility, prioritize tasks and meet deadlines

Salary: \$38.17 per hour to start.

This is a casual 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)

Closing Date: September 23, 2016 @ 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:

Brenda Frost
Director, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: hrd@vgfn.net
Phone: (867) 966-3261 Ext. 256
Fax: (867) 966-3800

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