



VUNTUT GWITCHIN GOVERNMENT
Old Crow, Yukon
HUMAN RESOURCES DEPARTMENT

EMPLOYMENT OPPORTUNITY

Part-time Natural Resources Administrative Assistant

May 15 (or as soon as possible) for a three month term

1:00 to 4:30 p.m. Mondays to Fridays with occasional extra hours in evenings and weekends

Duties:

- Provides administrative and secretarial support to the Natural Resources Department.
- Prepares correspondence, reports, statements, cheque requisitions, brochures, publications, and purchase orders, travel claims.
- Organizes and participates in meetings & events
- Makes travel arrangements
- Other related duties as requested

Qualifications:

- Experience in office and secretarial work
- Ability to create documents using Word and Excel
- Ability to multi task in a busy office
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to take minutes of meetings
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public and business associates with a positive helpful attitude and maintain a professional manner.

A detailed job description is available.

Salary: \$20.73 per hour

Closing Date: May 12, 2006 @ 4:00 p.m.

Please send your resume to:

Susan Drury, Acting Director
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
(867) 966-3261 ext. 258
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