



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

FINANCE & HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261
Fax: (867)966-3800
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EMPLOYMENT OPPORTUNITY

Administrative Assistant Chief & Council

The Job:

Reporting to the Executive Director, this position provides administrative and office support to all positions in the Executive Office and Chief & Council. You will be responsible for making travel arrangements including booking airplane tickets, rental cars, accommodation; Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims, short-term hires, honorarium forms and other documentation as required; organizing and participating in meetings & events including taking minutes, booking & setting up space; and maintaining a calendar of events and staff travel.

The Candidate:

The ideal candidate will have a minimum of Grade 10 or equivalency, or equivalent in work 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; ability to assume responsibility, prioritize tasks and meet deadlines; ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner.

Salary: \$48,070 - \$57,684 per annum 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: **August 12th, 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
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