



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
Email: hrd@vgfn.net

### EMPLOYMENT OPPORTUNITY:

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## COMPUTER SUPPORT TECHNICIAN *TRAINEE*

### THE JOB

Reporting to the Director of IS, this position provides technical troubleshooting for computer hardware, software and related peripheral equipment, and for other office equipment including telephones, fax and photocopiers. This position also provides support to users of office equipment, and maintains web sites and publishes newsletters. The incumbent will also assist the IS department administratively, and be required to process P.O.'s, Cheque Requisitions and perform other administrative processes as required.

### THE CANDIDATE

The ideal candidate will possess considerable experience, and potentially some training, with computers. Most important however, is a willingness to learn technical knowledge. The incumbent should be comfortable working within a Windows environment, and have a basic understanding of website development and newspaper publishing methods. Knowledge and experience in reception skills and customer service is a bonus.

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

SALARY RANGE:           \$23.87 (65 Hours bi-weekly) Plus benefits package.  
                                  *9 month term, from August 07 to May 08*

CLOSING DATE:           August 15, 2007.

**\* *THIS POSITION IS CURRENTLY ONLY POSTED IN OLD CROW* \***

Please submit resumes to:

Human Resources  
Box 94, Old Crow, YT Y0B 1N0  
Ph: (867) 966-3261 ext. 258  
Fax: (867) 966-3116  
Email: hrd@vgfn.net

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