



**VUNTUT GWITCHIN FIRST NATION**  
**Old Crow, Yukon**  
*HUMAN RESOURCES DEPARTMENT*

**EMPLOYMENT OPPORTUNITY**  
**Administrative Assistant**  
**Education Department**  
*Part-Time*

**Job Summary:**

Reporting to the Director, Education Department this position carries out clerking duties, organizes meetings, makes travel arrangements, and provides departmental reception services.

**Duties:**

- Provides reception duties for the department
- 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
- Maintain calendar of events and staff travel
- Other related duties as requested

**Qualifications:**

- Minimum Grade 10 or equivalency, or equivalent in experience and relevant course work.
- 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 assume responsibility, prioritize tasks and meet deadlines

Wage: \$46,090 per annum to start

This is a casual position based on 35 hours biweekly. (3.5-hour workday, 1:00 to 4:30 p.m)

**Closing Date:** November 07, 2016. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Brenda Frost  
Manager, Human Resources Department  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
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