



**VUNTUT GWITCHIN GOVERNMENT**  
**Old Crow, Yukon**  
***HUMAN RESOURCE DEPARTMENT***

**EMPLOYMENT OPPORTUNITY**  
**Part Time Administrative Assistant, Education Department**  
**One year term position (Nov 1, 2012 to Oct 31, 2013)**

**Summary:**

Reporting to the Director this position provides administrative and office support to all positions in Education Department.

**The Job:**

Reporting to the Education Director, this position provides administrative and office support to all positions in the Education Department. You will be responsible for creating word-processing correspondence, reports, and other documents using Microsoft Word; creating and updating Excel documents; making travel arrangements including booking airplane tickets, rental cars, accommodation; Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims and expenses, organizing and maintaining paper and electronic files; 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 certificate or diploma in office administration or secretarial program or equivalent in experience and relevant course work; knowledge of effective office procedures; ability to use computer programs such as MS Office (Excel, Word), email and web browsers; 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. Experience working with ACCPAC is an asset. A trainee position may be considered.

**Pay rate:** \$29.24 to \$35.09 per hour

**Work hours:** 15 hours per week. (3 hour workday 9:00 a.m. to 12:00 p.m)

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

**Closing Date:** October 26, 2012 @ 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 Kaye  
Human Resources Assistant  
Vuntut Gwitchin Government  
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