



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## FINANCE & HUMAN RESOURCES DEPARTMENT

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

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Fax: (867)966-3800  
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## EMPLOYMENT OPPORTUNITY

### Administrative Assistant Executive Office

#### The Job:

Reporting to the Executive Director, this position provides administrative and office support to the Executive Office. You will be responsible for making travel arrangements including booking airplane tickets, car rental, 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 and events including taking minutes, booking & setting up space; and maintaining a calendar of events and staff travel, and any other duties as requested.

#### The Candidate:

The ideal candidate will have a minimum of Grade 12 supplemented with post-secondary courses in the field of management; computers; 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:** \$50,355. to \$60,425. 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: September 9<sup>th</sup>, 2013 @ 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 Frost  
**Manager, Human Resources**  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867)966-3261, ext. 256  
Fax: (867)966-3800  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)