



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

## HUMAN RESOURCES DEPARTMENT

P.O. Box 94,  
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## EMPLOYMENT OPPORTUNITY:

### EXECUTIVE ASSISTANT to Council and Executive Office

**TEMPORARY – ASAP to September 30, 2017**

#### **DUTIES:**

- This position provides administrative and secretarial support to the Executive Office and Council.

#### **QUALIFICATIONS**

- Certificate or diploma in office administration, or secretarial program, or equivalent in experience and relevant course work.
- Ability to create documents using Word and Excel
- Ability to multi task in a busy office
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events and travel arrangements
- Ability to take minutes of meetings
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public and business associates with a positive helpful attitude and maintain a professional manner.

**SALARY:** \$28.62 hourly – Work hours are Monday to Friday, 9:00am to 12:00pm, 1:00pm to 4:30pm.

**CLOSING DATE:** Ongoing Until Filled

*While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.*

Submit to:

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Human Resources  
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