



# 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](mailto:hrd@vgfn.net)

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## EMPLOYMENT OPPORTUNITY:

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### EXECUTIVE ASSISTANT to Council and Executive Office

#### 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.

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SALARY: Being Reviewed – 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:

Human Resource Manager  
Old Crow, YT  
[hrd@vgfn.net](mailto:hrd@vgfn.net)  
(867)966-3261 Ext: 256

Posted: June 12, 2017