



EMPLOYMENT OPPORTUNITY
Chief & Council Executive Assistant

Full-time position with benefits.

Duties:

- Reporting to the Administrative Director, this position provides administrative and secretarial support to the Chief 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
- 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.

A detailed job description is available at www.vgfn.ca.

Salary: range from \$24.85 to \$29.82 hourly – 65 hours bi-weekly

Closing Date: June 23, 2006 @ 4:00 p.m. (Extended Date: July 21, 2006)

Please submit resumes to:

Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Email: bkaye@vgfn.net
Phone: (867) 966-3261 Ext. 253
Fax: (867) 966-3116

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