



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

**EMPLOYMENT OPPORTUNITY**  
**Administrative Assistant**  
**Government Services Department**

**Summary:**

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

**The Job:**

Reporting to the Director of Government Services, this position provides administrative and office support to all positions in the Government Services 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, rental agreements and other documentation as required; filling out work orders and receiving completed orders from carpenters and plumbers; 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; and a willingness to pursue personal and professional development by attending relevant training.

**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.

**Salary:** \$49,090 - \$55,307 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:** November 07, 2016 @ 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  
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