

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



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

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

Employment Opportunity Health and Social Administrator

Job Summary:

Reporting to the Director of Health and Social department this position administers the Social Assistance program and provides administrative and office support to the department.

Duties:

- Process monthly requests for Social Assistance
- Makes travel arrangements including booking air tickets, accommodation and assisting staff prepare travel expense claims
- Prepares departments purchase orders, match invoices to purchase orders and prepare payment requisitions for approval
- Organizes and participates in meetings & events including taking minutes
- Maintain calendar of social events and staff travel
- Other related duties as requested

Qualifications:

- Certificate or diploma in office administration, or secretarial program, or equivalent in experience and relevant course work.
- Knowledge of Yukon Social Assistance Act
- Knowledge of basic accounting and records management 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

Pay Range: \$66,072 - \$79,276 per annum plus an excellent benefits package

This is a full-time term position based on 65 hrs. bi-weekly (6.5 hour workdays: 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

A detailed job description is available at: www.vgfn.ca/employment

Closing Date: August 30, 2017 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resume and cover letter to:

Malinda Bruce
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: hrd@vgfn.net

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

Posting date: August 16, 2017