



VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

FINANCE & Human resources department

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

Phone: (867)966-3261
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EMPLOYMENT OPPORTUNITY

Administrative Assistant

Half-time HR Assistant & Half-time Executive Assistant

The Job:

Reporting to the Executive Director & HR Manager, this position provides administrative and office support to the Executive & HR Offices. You will be responsible for making travel arrangements including booking airplane tickets, rental cars, accommodation; Preparing and submitting to Finance, cheque requisitions, purchase orders, travel claims, short-term hires, honorarium forms and other documentation as required; organizing and participating in meetings & events including taking minutes, booking & setting up space; and maintaining a calendar of events and staff travel, and any other duties as requested.

The Candidate:

The ideal candidate will have a minimum of Grade 12 supplemented with post-secondary courses in the field of management; computers; knowledge of effective office 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; ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner.

Salary: \$48,070 - \$57,684 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.)

Closing Date: **January 20, 2014 @ 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
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