



EMPLOYMENT OPPORTUNITY

Human Resources Clerk **Finance and Human Resources Department** *Casual Part-time position (Until 31OCT13)*

Job Summary:

Reporting to the Human Resources Manager this position carries out administrative duties, assists with recruitment, makes travel arrangements, and provides departmental reception services.

Main duties:

- Provides reception duties for the department;
- Preparing and processing hiring and other personnel documentation at the direction of the supervisor;
- Preparing and submitting to Finance & Human Resources Department cheque requisitions, POs, travel claims, short term hire and honorarium forms and other documentation as required;
- Assisting with recruitment process including assisting job applicants in completing required forms and other documentation;
- Word processing memoranda, notices and letters; and
- Other related duties as requested.

Qualifications:

- Minimum Grade 10 or equivalency, or equivalent in experience and relevant course work.
- Knowledge of the organizational structure of Vuntut Gwitchin Government
- Knowledge of basic bookkeeping
- Knowledge of records management
- Knowledge of effective office procedures

Hourly Wage: \$29.24 - \$35.09 per hour depending on experience.

This is a casual position based on 35 hours biweekly. (3.5-hour workday, 1:00 to 4:30 p.m)

Closing Date: Ongoing- until filled.

Please submit resumes that include job experience related to position to:

Pierre Comeau
Manager, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: hrd@vgfn.net
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