



EMPLOYMENT OPPORTUNITY

Human Resources Clerk Human Resources Department Full time term *position*

Job Summary:

Reporting to the Human Resources Manager this position carries out administrative duties and office support, 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 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.
- Maintaining filing system

Qualifications:

- Minimum Grade 10 or equivalency, or equivalent in experience and relevant course work.
- A certificate or diploma in office administration or secretarial program or equivalent
- Knowledge of the organizational structure of Vuntut Gwitchin Government
- Knowledge of basic bookkeeping
- Knowledge of records management
- Knowledge of effective office procedures
- Knowledge of computer programs such as MS office (Excel, Word), email, web browsers
- Experience with ACCPAC is an asset

Pay Range: \$30.30 per hour

This is a full-time term position based on 65 hrs. Bi-weekly – 9:00am to 12:00pm and 1:00pm to 4:30pm A detailed job description is available at www.vgfn.ca/employment

Closing Date: March 4, 2015 **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
Email: hrd@vgfn.net
Phone: (867) 966-3261 Ext. 256
Fax: (867) 966-3800

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

Posted Date: February 18, 2015