



## EMPLOYMENT OPPORTUNITY

### Human Resources Clerk Human Resources Department Half 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 half-time term position based on 32.5 hrs. Bi-weekly. Schedule is 1:00pm to 4:30pm  
A detailed job description is available at [www.vgfn.ca/employment](http://www.vgfn.ca/employment)

**Closing Date:** May 20, 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](mailto: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: May 6, 2015