



VUNTUT GWITCHIN FIRST NATION
Old Crow, Yukon
HUMAN RESOURCES DEPARTMENT

Employment Opportunity **Inventory Clerk**

The Job:

Reporting to the Supervisor, Purchasing and Warehousing this position is responsible for receiving, issuing and recording of all building materials and other stock items for Government Services Department. This position is also responsible for orderly and appropriate storage of all materials, lubricants and spare parts and other items and maintenance of general warehouse order and cleanliness.

The Candidate:

The ideal candidate will assist supervisor in obtaining specification and other information on materials required for construction and other programs; receiving materials, matching them with packing slips and entering them into the inventory data and recording incomplete deliveries; receiving material release forms from supervisor and assisting GS truck driver in gathering materials to be delivered to a construction site or building; recording materials issued on work orders and making changes in inventory records; and confirming and issuing of motor vehicle spare parts, tires and lubricants and recording the transaction on a work order and making the changes in inventory records.

Pay Range: \$49,588 - \$59,506 per annum plus an excellent benefit package

This is a full-time term position based on 65 hours biweekly. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

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

Closing Date: Friday, March 09, 2015 @ 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
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.