



EMPLOYMENT OPPORTUNITY

Natural Resources Administrative Assistant

Full-time permanent position (65 hours bi-weekly)

Duties:

- Provides administrative and secretarial support to the Natural Resources Department.
- Prepares correspondence, reports, statements, cheque requisitions, brochures, publications, and purchase orders, travel claims.
- Organizes and participates in meetings & events
- Makes travel arrangements

Qualifications:

- Experience in office and secretarial work
- Ability to create documents using Word and Excel
- Ability to multi task in a busy office
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to take minutes of meetings
- Ability to assume responsibility, prioritize tasks and meet deadlines

A detailed job description is available.

Salary: \$24.85 per hour

Closing Date: August 29, 2006 @ 4:00 p.m.

Please send your resume to:

Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
(867) 966-3261 ext. 258
fax: (867) 966-3800
sdrury@vgfn.net

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