



VUNTUT GWITCHIN FIRST NATION
Old Crow, Yukon
HUMAN RESOURCES DEPARTMENT

EMPLOYMENT OPPORTUNITY

Government Services Operations Officer (Short-Term Position January-March 2006)

Full-time position

Duties:

- Reporting to the Director of Government Services, this position is responsible for overseeing and implementing administrative and operational procedures in the department.

Qualifications:

- Certificate or diploma in one or more of the following: office administration, secretarial or finance clerk program, business administration, or equivalent in experience and relevant course work.
- Ability to create documents using Word and Excel
- Ability to multi task in a busy office
- Ability to supervise and coach staff
- Ability to create and maintain manual and computerized records management systems
- Ability to understand financial information
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public and business associates with a positive helpful attitude and maintain a professional manner.

A detailed job description is available.

Salary: Hourly rate \$23.76 based on 65 hours bi-weekly

Closing Date: December 9th, 2005 @ 4:00 p.m.

Please submit resumes that include job experience and the main skills you used in each job to:

Cheryl Itsi-Charlie
Director, Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
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