



VUNTUT GWITCHIN GOVERNMENT
Old Crow, Yukon

EMPLOYMENT OPPORTUNITY

PROPERTY MANAGER
In Government Services

One year term position – full time with benefits

Duties:

Reporting to the Director of Government Services this position is responsible for managing non-construction housing programs, maintenance and repairs of buildings, playgrounds and other municipal property owned by VGG, supervising non-building construction projects, and conducting administrative tasks associated with property management.

Ensuring rental agreements are prepared and signed, monitors compliance with rental agreements, discusses problems with tenants

Supervising janitorial services and chairing a Facility Advisory Committee responsible for advising on office space, and placement of photos, artwork, posters etc.

Qualifications:

- Certificate or diploma in one or more of the following: business administration, property management, or equivalent in experience and relevant course work, or extensive carpentry experience combined with administrative skills.
- Knowledge of effective administrative, records management, and accounting procedures
- Knowledge of project management
- Knowledge of property management
- Knowledge of Yukon Landlord and Tenant Act and VGFN Housing Policy
- Basic understanding of building materials, tools and construction methods would be an asset

A job description is available.

Salary: under review

Closing Date: Dec. 1, 2006 @ 4:00 p.m.

Please send your resumes to:

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