



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY:

PROPERTY MANAGER

THE JOB

Reporting to the Director of Government Services this position is responsible for managing and supervising non-construction housing programs, and the maintenance and repair of buildings, playgrounds and other municipal property owned by VGG. This position also oversees a variety of administrative functions associated with property management, including managing work plans, budgets, inventories, and drafting reports.

THE CANDIDATE

The ideal candidate will hold a degree or diploma in business administration or property management, and/or have comparable work experience combined with relevant training. The incumbent will have knowledge of the current best practices in property management. Strong organizational and time management skills are required, as is the ability to follow policies and procedures. Strong communication and supervisory skills are also a must.

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

SALARY RANGE: \$38.17/HOUR TO START (65 Hours bi-weekly) Plus benefits package.

CLOSING DATE: March 4, 2015

*** THIS POSITION IS CURRENTLY ONLY POSTED IN OLD CROW ***

Please submit resumes to:

Human Resources
Box 94, Old Crow, YT Y0B 1N0
Ph: (867) 966-3261 ext. 256
Fax: (867) 966-3116
Email: hrd@vgfn.net