

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## 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.

Pay range: \$38.17/hour to start, plus benefits package

This is a full-time term position based on 65 hrs bi-weekly. Hours are 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

A detailed job description is available @ [www.vgfn.ca/employment](http://www.vgfn.ca/employment)

**Closing Date:** August 18, 2015 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resume that include job experience related to position to:

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

*While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.*

POSTED: July 30, 2015