



## **EMPLOYMENT OPPORTUNITY**

# **RECEPTIONIST**

**Term position to March 31, 2006**

**Full-time (65 hrs bi-weekly) (will consider two part-time people sharing the position)**

**Duties:**

- Answering and transferring incoming calls on multiple phone lines
- Welcoming and directing visitors
- Answering all general inquires coming in by visitors or e-mail
- Monitor activities, such as public computer use, conducted in the main reception foyer and keep materials organized in the main foyer
- Providing support to the Information Systems Department

**Qualifications:**

The receptionist at Vuntut Gwitchin Government is the first contact our business associates and visitors have when calling or stepping into our building. The ideal candidate will give customers and co-workers positive and professional service. The ideal candidate will have good oral communication skills, experience in an office setting, and basic computer skills. Also needed are the abilities to respond appropriately to difficult customers, and to handle multiple incoming calls. Training will be provided.

A detailed job description is available.

**Salary:** depends on experience. A Trainee position can be considered.

**Closing Date:** August 22, 2006 at 4:00 p.m.

Please submit a covering letter and resume to:

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

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