



EMPLOYMENT OPPORTUNITY

Part-time for three months with possibility of extension

Rental Housing Clerk

Duties:

- Reporting to the Director of Government Services, this position carries out clerking duties associated with the rental housing program. This involves preparing rental agreements, orientating tenants to the landlord-tenant regulations, and ensuring that rental agreements are signed and monitoring that payments are made in Finance. This position performs moving in and out inspections and reporting needed repairs.
- This position also provides the public with motor vehicle registration service and assisting with other miscellaneous requests not covered by other departments.

Qualifications:

- Minimum Grade 10 or equivalency, or equivalent in work experience and relevant course work.
- Ability to create documents using Word
- Ability to create documents using Excel
- Ability to perform record management tasks
- 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: \$24.54 per hour – three hours a day.

Work Schedule: 9:00 a.m. to 12:00 p.m. Mondays to Fridays

Closing Date: Tuesday, August 8 @ 4:00 p.m.

Please submit resumes to:

Susan Drury
Acting Director, Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Email: sdrury@vgfn.net
Phone: (867) 966-3261 Ext. 258
Fax: (867) 966-3800

Posted July 26/06