



**VUNTUT GWITCHIN GOVERNMENT**  
**Old Crow, Yukon**

**Training opportunity for YOUTH under the CMHC Housing Internship Initiative for First Nations and Inuit Youth.**

<b>Inventory Clerk in Government Services</b>
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**Term:** January 4, 2006 to April 28, 2006

**Wage:** \$16 per hour – 65 hours bi-weekly

**Main Duties:** Reporting to the Director of Government Services, this position administers the inventory system of housing materials by:

- Entering data into an inventory database
- Keeping the data updated when receiving and dispersing materials
- Ensuring inventory items are delivered and stored as directed
- Conduct inventory counts at the warehouse

**Skills needed:**

- Basic computer skills
- Basic math and writing skills
- Ability to problem solve
- Ability to assume responsibility and meet deadlines

**Qualifications:**

- Be available for work all 17 weeks
- Be between the ages of 15 – 30
- Out of school and unemployed

**Closing Date:** January 3, 2006, at 12 noon.

**For more information contact:**

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