



VUNTUT GWITCHIN GOVERNMENT
Old Crow, Yukon

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

Purchasing Clerk in Government Services

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 assists with the purchasing of building materials by:

- Contacting suppliers to obtain quotes, sending purchase orders, arranging shipping
- Monitoring shipping schedule
- Communicating with co-workers regarding expected airfreight
- Checking off arrived freight to ensure correct product and amounts were received in good condition

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:

Susan Drury
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Email: hrd@vgfn.net
Phone: (867) 966-3261 Ext. 258
Fax: (867) 966-3116

Posted Dec. 15/05