



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261
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Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY

Administrative Assistant to the Executive Office

Reporting directly to the Chief, this position is accountable for managing all administrative matters in the Chief's office including identifying problems, determining solutions and implementing changes. Under limited supervision, the EA provides highly specialized, responsible administrative support to the Chief's office and, in coordination with the EA to Chief and Council located in Old Crow, manages the scheduling of the Chief's time. The position involves a high degree of planning and coordination including the requirement to address and refer matters from Citizens and other sources, which may be a sensitive and/or controversial nature.

Education and Experience:

Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work.

Knowledge of effective office procedures

Knowledge of records management systems

Condition of Employment:

Mandatory confidentiality is required of this position;

Ability to walk 20 -30 minutes to work in extreme weather conditions;

Attendance at the Annual VGG General Assemblies is a requirement of the position;

Copies of the Job Description can be obtained from the Human Resources Manager. Contact info below.

VGG Human Resources Policy will apply.

Employment Type: Part time - Indeterminate

Salary: \$60,289.00 - \$72,340.00

Location: Old Crow, Yukon

Posting Date: April 14,2021

Closing Date: May 6,2021

Send Applications and/or resumes to:

Crystal Linklater
Human Resource Manager
Vuntut Gwitchin First Nations
Fax: (867) 966-3008
Phone: (867) 966-3261, ext. 256
Email: Jobs@vgfn.net

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