

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
Fax: (867)966-3800
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY GOVERNMENT SERVICES CLERK

The Job:

Reporting to the Director this position provides administrative and office support to all positions in the Government Services Department.

Duties:

- Responding to telephone and electronic inquiries or directing inquiries to appropriate person.
- Greeting clients, ascertaining nature of business and directing them to appropriate person
- Keeping informed of co-workers' appointments, travel and meeting schedules, and informing others as needed
- Preparing, obtaining approval and submitting to Finance Department cheque requisitions,
- purchase orders, travel claims, short term hire forms, honorarium forms and other documentation
- Preparing Repair and Maintenance Work orders for approval per guidelines
- Creating and maintaining manual and computerized information filing systems for minutes, correspondence, reports, forms, policies and other documentation
- Ensuring confidentiality and safety of files
- Analyzing office administrative procedures continually and informing supervisor where changes would improve efficiencies.

Qualifications:

- Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work.
- Knowledge of the organizational structure of the Vuntut Gwitchin Government
- Knowledge of effective office procedures
- Knowledge of basic accounting and accounting packages (ACCPAC)
- Knowledge of records management

Pay Range: \$52, 438 - \$62,930 per annum plus an excellent benefits package

This is a full-time term position based on 65 hrs. bi-weekly (6.5 hour workdays: 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

Closing Date: August 7, 2018 @ 4:00 p.m.

Please submit resume that includes job experience related to position to:

Malinda Bruce
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: hrd@vgfn.net

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

Posting date: July 24, 2018