



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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EMPLOYMENT OPPORTUNITY

Administrative Assistant/Social Administrator

Ref # 04-16-0421

The Job: Reporting to the Director of Health, Social and Justice this position administers the Social Assistance program and provides administrative and office support to the department.

Main Duties: Process monthly Social Assistance; arrange travel including booking air tickets, accommodations and assisting staff prepare travel expense claims; prepare purchase orders and prepare payment requisitions for approval; organize and participate in meetings and events including taking minutes; maintain calendar of social events and staff travel; other related duties as requested.

Qualifications: Certificate or diploma in office administration or clerical program or equivalent in experience and relevant course work; knowledge of Yukon Social Assistance Act; Knowledge of basic accounting and records management procedures; ability to create documents using word, excel and PowerPoint; ability to multitask in a busy office and take direction from multiple sources; ability to assume responsibility, prioritize tasks and meet deadlines.

Condition of Employment: Criminal & Vulnerable Sector Records Checks/Pre-employment medical/ TB screening; First Aid/CPR certification or willingness to obtain; Mandatory Confidentiality is required; Willing to work flex hours, evening and weekends.

Salary: \$70,606 - \$84,720 includes remoteness allowance of \$8,200
\$41.78 - \$50.13 hourly

Status: Fulltime

Posting Date: April 9, 2021

Closing Date: May 6, 2021

Please submit cover letter and resume to:

Crystal Linklater
Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Ph: (867) 966-3261 ext. 256
Email: jobs@vgfn.net

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