



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
Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY VGG Receptionist

Duties:

- Answering and transferring incoming calls on multiple phone lines
- Welcoming and directing visitors
- Receiving faxes and delivering to department or sending faxes for the public or department.
- Answering all general inquires coming in by visitors or e-mail
- Keep bulletin boards updated
- Monitor activities conducted in the main reception foyer and keep materials organized in the main foyer
- Providing support to the departments as needed

Qualifications:

The receptionist at Vuntut Gwitchin Government is the first contact our business associates and visitors have when calling or stepping into our building. The ideal candidate will give customers and co-workers positive and professional service; The ideal candidate will have good oral communication skills, experience in an office setting, basic computer skills and knowledge of VGG and its programs and services and must be reliable. Also needed are the abilities to respond appropriately to difficult customers, and to handle multiple incoming calls. Training will be provided.

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: October 3, 2017 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

A detailed job description is available on vgfn.net/employment

Please submit cover letter and resume to:

Malinda Bruce
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Ph: (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.

Posted: September 19, 2017