



VUNTUT GWITCHIN GOVERNMENT  
Old Crow, Yukon  
*HUMAN RESOURCES DEPARTMENT*

## **EMPLOYMENT OPPORTUNITY**

### **Government Services Clerk**

Reporting the Government Services Director, the Government Services Clerk will be responsible for providing clerical assistance the GS Department staff such as: making travel arrangements, reception support, and issuing work orders.

#### **Duties:**

- Preparing and submitting to finance cheque requisitions, purchase orders, travel claims and rental agreements
- Entering information from material release forms and other documentation into an inventory database
- Organizing and maintaining paper and electronic files
- Creating word-processing correspondence, reports, and other documents using Microsoft Word
- Creating and updating Excel documents
- Filling out work orders and receiving completed orders from carpenters/plumbers
- Ordering office supplies for the department
- Willingness to pursue personal and professional development by attending relevant training

#### **Qualifications:**

- Minimum Grade 10 or equivalent in work experience and relevant course work.
- Ability to create documents using Word and Excel
- Ability to multi-task in a busy office environment
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public and business associates with a positive helpful attitude and maintain a professional manner.

A detailed job description is available.

**Salary: \$40,385 - \$48,462 per annum based on 65 hrs biweekly.**

Closing Date: Friday, January 15<sup>th</sup>, 2010 @ 4pm

**Please submit a covering letter and resume outlining your qualifications to:**

Human Resource Department  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Ph: (867) 966-3261 ext. 258  
Fax: (867) 966-3800  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)