



EMPLOYMENT OPPORTUNITY

"Open to the Public"

Auxiliary On Call - Minute Taker

Various Departments

Posting Date: February 10, 2016

Salary: Level 5 Step 1 (28.15/hr.)

Closing Date 4:00pm (PST): On Going

Reporting to the hiring department, this position is responsible for taking minutes at various meetings, events, etc.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:

Essentials:

- Successful completion of Grade 10 combined with experience in clerical functions;
- Proficient in Microsoft Office (Word, Excel, etc) (Tables, graphs, etc.) Internet, Microsoft Outlook for distribution;
- Experience organizing format of notes;
- Experience in formal presentations;
- Ability to relate to senior level government representatives;
- Experience in transcribing from flip charts, hand written notes, visual presentations, telephone conference calls, etc;
- Excellent listening, verbal and written skills;
- Excellent organization, prioritization, and time management skills;
- Ability to prepare documentation accurately from verbal and written instructions;
- Ability to meet deadlines;
- Ability to deal tactfully and respectfully with citizens, staff and public;
- Ability to follow direction and established procedures;
- Ability to work with minimal supervision;
- Willingness to learn computer and office systems.

Assets:

- Experience with GoToMeeting an asset;

Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal.

A detailed job description is available upon request.

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126 Fax: (867) 993-6553

Email: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."