



EMPLOYMENT OPPORTUNITY

"OPEN TO THE PUBLIC"

Auxiliary On – Call - Receptionist

Administration and Community Services

Posting Date: February 10, 2016

Salary: Level 3 Step 1 -\$23.25/hr.

Closing Date: On Going

Reporting to the Administration Manager or the Director of Health & Social, the position is responsible for greeting all visitors and callers to the Tr'ondëk Hwëch'in Government and providing appropriate direction and/or assistance. The position will also provide general clerical assistance to the staff and the departmental directors and managers, and performs other related duties.

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

Essentials:

- Knowledge of general office practices and procedures;
- Experience performing reception and clerical functions;
- Experience using a computer performing word-processing;
- Organizational and time management skills;
- Good verbal and written communication skills;
- Knowledge of First Nation Culture and Tradition;
- Ability to prepare documentation accurately from verbal and written instructions;
- Ability to meet deadlines;
- Ability to deal tactfully and respectfully with all citizens, staff and the public;
- Very good interpersonal skills;
- Ability to follow direction and established procedures;
- Ability to work with minimal supervision;
- Ability to prioritize work requirements and seek direction when required;
- Willingness to learn computer and office systems.

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;
- Willingness to obtain Standard First Aid;
- Punctuality and dependability;
- Respectful and willing attitude;
- This position requires employees to train for, and work at Community Support and the Administration building.

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."