



EMPLOYMENT OPPORTUNITY

"OPEN TO TR'ONDËK HWËCH'IN CITIZENS ONLY"

HRET Seasonal Office Clerk – Term Full time – (April 10, 2017 – September 29, 2017)

Human Resources, Education and Training

Posting Date: March 16, 2017

Salary: Level 1 Step 1 (\$19.66 per hour)

Closing Date 4:00pm (PST): March 30, 2017

Reporting to the Director, Human Resources, Education & Training, this position is primarily responsible for assisting staff in the Human Resources, Education & Training and TH Farm departments with general clerical assistance. The role will receive day to day task assignment by individual department program areas with clear priority assignment. Duties may include filing, photocopying, word processing, data entry, internet research, advertising, event organization, etc., depending on the activities of the department at any given time.

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:

- Must be an unemployed TH Citizen, minimum 18 years-old;
- Interest in Human Resources Management;
- Good written communication skills;
- Experience in working with Excel, Word and Outlook and the Internet;
- Good Organizational skills;
- Ability to work independently;
- Must be reliable, self-motivated and punctual;
- Good Interpersonal Skills.

Job Knowledge and Skills - potentially gained through this position:

- Basic knowledge, understanding of TH HR practices, TH history, culture and values;
- Interpersonal skills through working with the public;
- How to function as a team member in a business environment;
- Computing skills in Word, Excel, Outlook, Publisher, Internet, Database, etc.;
- Meeting preparation, organization & minute-taking skills;
- Working in a Human Resources office environment;
- Business communication skills;
- Event organization and planning skills.

Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all TH personnel. Failure to meet this requirement could result in dismissal;
- Criminal Record Check;
- Class 5 driver's license and clear driver's abstract.

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."