



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

Corporate Services, INAC, Yukon Region

This is an anticipatory posting seeking expressions of interest. We expect positions to become available within the next months, and seek to establish a list of interested individuals.

Bilingual Receptionist and Administrative Clerk (CR4)

Salary Level: \$45,189 to \$48,777 annual, plus Isolated Post Allowance

Or \$23.09/h – \$24.93/h plus IPA

We are looking to strengthen our corporate services team in Whitehorse and would love to have a Tr'ondëk Hwëch'in citizen on board.

If you are bilingual French and English have at least some experience in an office or front desk environment, are reliable and dedicated, we would like to hear from you.

TERMS:

Opportunities that may arise are Permanent: full-time or part-time

Temporary: full-time or part-time

Casual positions either as on-call or term. (casual positions cannot exceed 90 days annual or approximately four months and a week full time.)

Location: Room 415C, Elijah Smith Building (300 Main Street), Whitehorse

Our office hours are 8:30 – 4:30.

MAIN RESPONSIBILITIES:

- Reception: Receiving, directing, and logging incoming visitors, calls, correspondence, and documentation.
- Admin: Clerical support and assistance to other staff; Logistical support for meetings, Corporate Task management; Preparing travel arrangements; Managing a few corporate Mailboxes; Filing, disposing of files; Mailing, Couriering, Preparing Staffing Requests.
- Financial: Entering and validating accounts payable, Reconciling Acquisition cards; auditing travel claims; Ordering supplies and services.

If you are interested, please contact Natasha Andrei - natasha.andrei@aandc-aadnc.gc.ca, (867)667-3800 or Jorn Meier – jorn.meier@canada.ca, (867)667-3812 and we can discuss the next steps. Please let us know what terms you would prefer or accept. We will meet with you and discuss your and our needs.

This position will require a security clearance and possibly a language test .Of course, we make the arrangements and will pay for both..

We look forward to hearing from you!