



EMPLOYMENT OPPORTUNITY

OPEN TO TR'ONDEK HWËCH'IN CITIZENS ONLY

Administrative Assistant – 6 month term (with possibility of extension)

Department: Administration

Posting Date: December 20, 2019

Standard Hours Bi-Weekly: 75 Full-time

Start date: Immediately

Salary: L2 S1 (\$23.25 hourly)

Closing Date 4:00pm (PST): January 3, 2020

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:

Reporting to the Executive Operations Manager, this position is responsible for assisting the Executive Administration Department with general administrative duties.

Essential Qualifications:

- Minimum Grade 9 or equivalent;
- Experience using a computer;
- Experience typing emails, letters or essays;
- Experience working in a team setting and with people.

Skills and knowledge to be gained through this position:

- To learn general office procedures and the day-to-day functioning of Government;
- To develop professional skills in Microsoft Teams, Outlook, Word and Excel;
- To develop practical knowledge of general office equipment (digital telephone, fax, scanner, photocopier, etc.);
- Experience providing frontline services to TH citizens and the general public.

Assets:

- Experience using Microsoft Office (Teams, Outlook, Word, and Excel).

Conditions of Employment:

- Criminal Record Check;
- Willingness to take training or coursework, if needed, related to Minute-taking, Microsoft Office, First-Aid & Respectful Workplaces.

A detailed job description is available upon request.

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 126 or 212 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.”