



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Title: Auxiliary Desk Reception

CLOSING DATE: February 28/ 2017

DEPARTMENT: All C/TFN Departments

STATUS: Auxiliary on call (1-2 Year term)

SALARY: C/TFN Wage Scale Level 1-4 depending on education and experience

JOB SUMMARY

Under the direct supervision of the Carcross/Tagish First Nation Department Directors, the Desk Receptionist is responsible for the following: answering phone calls, responding to inquiries, receiving and routing all mail, faxes, information and traffic, and performing general office duties and support services. Ensuring strict adherence to the C/TFN Constitution, Policy and Procedures Manual.

QUALIFICATIONS

- Completion of a certificate or diploma in office administration or an equivalent combination of training and experience
- Strong Interpersonal skills
- Draft writing and typing skills
- Knowledge of C/TFN culture, traditions, goals, and objectives
- Positive and congenial attitude

CONDITION OF EMPLOYMENT

- Valid Yukon Class 5 driver's licence
- Travel may be required
- Criminal Records Check
- Sign C/TFN code of ethics
- High level of disruptive working environment

An Auxiliary list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903

Email: humanresources@ctfn.ca