



CARCROSS/TAGISH FIRST NATION

EMAIL: humanresources@ctfn.ca

EMPLOYMENT OPPORTUNITY

Job Title: Assets Administrator Office Coordinator

CLOSING DATE: April 12 / 2019

DEPARTMENT: Infrastructure

STATUS: Full-Time, 1 Year Term

SALARY: \$46,820-\$73,161 / Per Annum

JOB SUMMARY

Under the supervision of the Senior Manager of Infrastructure the Asset Administrator/Office Coordinator is responsible for:

- The coordination of the activities and staff of the C/TFN Infrastructure Department, and of information and communications within the Infrastructure Department, other C/TFN offices and C/TFN Citizens;
- The administration of comprehensive administrative service to C/TFN for central stores, acquiring and registering new assets, and disposal of surplus/non-functioning government assets with C/TFN Executive Council approval; and
- Ensuring strict adherence to the C/TFN Constitution and the Policies

QUALIFICATIONS

- Office Administration Certificate (Yukon College or equivalent).
- Excellent organizational skills;
- Combination of work experience and education in related asset management/office coordination field.

CONDITION OF EMPLOYMENT

- Interfacing and communicating with the C/TFN Leadership, staff, Citizens and the general public in a cross-culture environment.
- General automated office procedures.
- Ability to work effectively and efficiently, both independently or as part of a team.
- Strong decision-making skills including good judgement.
- Able to handle stress while meeting deadlines and handling heavy workloads.
- Strong time management, organization and prioritization skills.
- Good oral, listening, writing and electronic communication skills.

An eligibility 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