



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0
(867) 821-4251
www.CTFN.ca

Employment Opportunity



Job Title: Assets Administrator & Office Coordinator
Department: Infrastructure
Status: Permanent
Salary: \$47,944 - \$61,503

Closing Date: October 1, 2020

JOB SUMMARY

Reporting to the Director, Infrastructure, the **Assets Administrator and Office Coordinator** coordinates the activities and communications of staff in the Infrastructure Department.

Additionally, this position is responsible for the administration of central stores, acquiring and registering new assets, and disposal of surplus/non-functioning government assets with GC/TFN Executive Council approval.

DUITES AND RESPONSIBILITIES

- Data entry, filing and other administrative assistance for Infrastructure department staff
- Prepare work & purchase orders for all operations and maintenance materials and supplies
- Oversee central store for supply of general material, furniture, and equipment to all departments of GC/TFN
- Preparation of invoices, cheque recs and purchase orders, on a scheduled basis and in sequence with Infrastructure-Finance billing and payment schedules
- Arrange for payment of travel, honoraria and other claims
- Coordinate employee key allocations and distribution
- Prepare correspondence from brief, verbal or written instructions, or correspondence that is self-composed with a high degree of English proficiency
- Prepare replies to correspondence, memoranda, reports, legal documents and minutes
- Central purchasing of office supplies and other non-program specific assets
- Answer, screen and route telephone calls, respond to general enquiries or refer enquiries to the appropriate staff, and greet visitors
- Coordinate and arrange housing meetings and informing all parties and participants.

QUALIFICATIONS *(Candidate application/resumes should clearly demonstrate their related qualifications as selection for further consideration will be based on the information provided)*

- Post-secondary diploma or certificate in Office Administration or related
- Previous experience in asset management/office coordination field
- Proficiency in Microsoft Word, Excel and PowerPoint to prepare documents, correspondence and spreadsheets
- Excellent written and oral communication skills
- Excellent organizational skills
- Reliable, motivated, and ability to problem solve with effective time management
- Ability to provide clear communication and excellent customer services
- Ability to work autonomously and also within a multi-disciplinary team environment
- Ability to work respectfully with others, in a cross-cultural environment
- Ability to foster trust and acceptance at the community level
- Excellent organizational skills
- Strong time management, organization and prioritization skills with a strong attention to detail
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset

CONDITIONS OF EMPLOYMENT

- RCMP Criminal Record Check
- Valid class 5 Yukon driver's license
- Must be willing and able to travel both in and outside of Yukon

We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department
- An eligibility list will be established from this competition for similar positions within C/TFN

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION
WHEN APPLYING.
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE
CLOSING DATE.**

Apply to:
Carcross/Tagish First Nation
Human Resources Department
Box 130, Carcross, Yukon Y0B 1B0
Phone: (867) 821-4251 Ext 8269
Email: HumanResources@CTFN.ca