



**First Nation of Na-Cho Nyäk Dun
Mayo, Yukon**

**EMPLOYMENT OPPORTUNITY
EXECUTIVE ASSISTANT TRAINEE**

THE OPPORTUNITY

This position will appeal to someone who has some administrative experience and willing to learn and achieve skills in working in the executive office. This person enjoys coordinating and supporting others in administrative tasks to get the job done and likes following procedures in fulfilling duties.

THE PERSON

We are looking for someone who is willing to learn, ambitious, organized, mindful of time, and tentative to getting the 'to do' list done! This person likes being apart of a team and aspires to communicate professionally in always upholding a positive first impression of the Government and its designates.

You will be responsible for ensuring meetings and events are properly planned, prepared and convened. Files are securely recorded, transcribed and secured. The person will be trained on internal processes on how to achieve this efficiently and effectively.

QUALIFICATIONS

You will have good communication and coordination skills in fulfilling administrative duties. High school equivalency and/ or office administration courses, working experience and familiarity with working within a First Nation environment/ community would be an asset.

You must be familiar with the use of standard office equipment and demonstrated computer skills using Microsoft Office and Outlook.

Special Working Conditions

A relevant Criminal Records Check is required, and Class 5 Drivers License is an asset.

This is an indeterminate position: up to 75 hours bi-weekly. Salary range is \$24.91 - \$32.70 per hour.

If you are interested in this opportunity, please reply to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com

Posting Date: June 3rd, 2022

Closing Date: June 17th, 2022

Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. You must provide your own housing.