



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

AOC Receptionist / Administrative Assistant (Wellness)

Department: Wellness

Location: Chief John Jonas Centre – Dawson, YT

Posting Date: April 1, 2024

Standard Hours Bi-Weekly: Auxiliary On Call

Salary: Level 4 Step 1 (\$33.04 hourly)

Closing Date: Ongoing

Reporting to the Health Programs and Services Manager this position is responsible for providing front-line reception services at the Chief John Jonas Centre, as well as a wide range of administrative support services to the various programs within the Wellness Department. The duties also include ensuring that daily Wellness Department tasks and procedures are followed. The position works in a health and wellness environment and will help support and direct clients to appropriate programs and services as needed.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

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. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Successful completion of Grade 12, with education, training, experience, or skills in administration/reception and working with the public (preferably in the wellness work sector). An equivalent combination of education, experience, knowledge and skills may be considered.
- Demonstrated training, experience or knowledge in general office clerical and administrative functions.
- Ability to perform duties within established practices, policies and procedures.
- Understands the importance of, and strictly honors confidentiality.

Assets:

- Excellent interpersonal relationship skills including empathy and respect for vulnerable people(s).
- Customer relations, helpful and able to problem solve.

Conditions of Employment:

- Criminal Records Check.

A detailed job description is available upon request.

For more information, contact Human Resources or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries and resumes to: 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."*