



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TR'ONDĚK HWĚCH'IN CITIZENS

Admin Support – Seasonal Part-time

Chief Issac Inc.

Posting Date: April 1, 2021

Standard Hours Bi-Weekly: 25

Start Date: May 1, 2021

Wage: \$20/hr

CLOSING DATE: until filled

The Admin Support position reports directly to the Director of Operations. This position supports Wildstone's Superintendent during this season's work at Park Canada's Old Courthouse project.

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.

Essentials Qualifications:

- Microsoft Office and especially comfortable with Excel, Word and Outlook
- Gathering of information and input into the spreadsheets, as directed by Superintendent
- On-site support for construction crew and local sub-contractors
- Facilitate administrative documentation (Engineering submissions, contracting requirements, invoicing, etc)
- Filing and records management
- Administrative support on site for COVID-19 response plans
- Other undescribed administrative support for Superintendent on site and Project Manager

Assets:

- Valid Driver's License
- Computer proficiency
- First Aid

Conditions of Employment:

This position is located in Dawson City, and is based in a variety of workplace settings, indoors and outdoors. Work hours vary by project and assignment. Overtime is compensated as per the Human Resources Manual.

A DETAILED JOB DESCRIPTION IS AVAILABLE UPON REQUEST

Please email resumes to info@chiefisaac.ca or stop by our office at 2nd & Albert for more details.

As a First Nation owned for-profit business, our mandate is to deliver returns to our shareholders. Wherever possible, our first preference for hiring shall be afforded to qualified people of First Nations ancestry. We thank all that apply but only those selected for further consideration will be contacted.