



PO Box 1110, 1371 2nd Avenue
Dawson City, YT, Y0B1G0

EMPLOYMENT OPPORTUINITY

Job Title: **Administrative Assistant**

Department: **Finance / Fulltime**

Starting Wage: **\$30.00 hourly**

Closing Date: On Going

Description

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers.

Requirements:

- Must have a degree related field of study
- Must have 5-10 years of Experience
- Must have knowledge and skills on computer and accountings of software applications
- Must be able to work with minimal supervision.

Duties & Responsibilities

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of employer.
- Order office supplies and maintain inventory.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.
- Record and prepare minutes of meetings.
- Arrange travel schedules and make reservations.
- May compile data, statistics and other information to support research activities.
- Set up and maintain manual and computerized information filing systems.
- May supervise and train office staff in procedures and in use of current software.
- Type and proofread correspondence, forms and other documents.
- Providing guidance and advice to enable decision-making about tasks, situations, and processes.

Condition of Employment

- Mandatory confidentiality is a condition of employment for all Chief Isaac personnel
- Criminal Record Check
- Valid Class 5 Driver's License

Benefit package for Permanent Employees

*CII Hiring Policy Applies (Preference will be given to a qualified Tr'ondek Hwech'in citizen)
Please submit a detailed resume to:*

CONTACT

Tina Timms – C/O Chief Isaac Inc.

PO Box 1110

Dawson City, YT Y0B 1G0

Email: tinatimms@chiefisaac.ca

No phone calls will be accepted

We thank you for your interest, however, only those candidates selected for an interview will be contacted.