

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department



P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261

jobs@vgfn.net

Office Manager

Reporting to the VGG Executive Director (**ED**), the Office Manager is responsible for overseeing office and executive and administrative support across the VGG.

The right candidate can be located in Whitehorse or Old Crow.

Primary Responsibilities:

- Manage and oversee task assignments, mentoring, training, issues management, performance management, and develop and manage related budgets, frameworks, policies, processes, and procedures for VGG's approximately 6-8 support staff including:
 - All VGG Administrative Staff, Receptionist
 - Community Liaison Staff
 - Events Coordinator
- Lead special projects as assigned by the ED
- Identify opportunities for process and office management improvements, and design and implement new systems

Qualifications and Preferred Experience:

- Knowledge of Yukon First Nations, Territorial, and Federal administrative environments and systems
- Experience successfully leading and managing multiple files or projects simultaneously in a high paced cross-cultural evolving environment
- Experience in office and administrative management
- Excellent verbal, written, presentation, communications, technology (applications, portals, etc.), and project management skills
- Works independently and in multi-disciplinary teams with multiple stakeholders.
- Highly-organized and manages multiple projects.
- Results-driven with strong attention to detail.
- Develops and maintains meaningful relationships.
- Empathetic leader.
- Ability to manage a small team and provide mentorship.
- Adaptable and able to quickly switch gears and follow changing direction.
- Occasional travel and evenings/weekends work may be required.

Closing Date: May 25, 2022 or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department, Vuntut Gwitchin Government

Email: jobs@vgfn.net