

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



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## HUMAN RESOURCES DEPARTMENT

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

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Fax: (867)966-3800  
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## EMPLOYMENT OPPORTUNITY PURCHASING OFFICER Ref#11-14-0521

**The Job:** Reporting to the Director, Government Services this position is responsible for procurement of all building materials and other stock items for Government Services Department. Position is also responsible for Fuel purchase and monitoring fuel levels stored in main tanks as well as ensuring government services vehicles are kept in good working condition. The position supervises the heating fuel delivery driver, gas pump attendant and warehouse clerk.

**Education and Experience:** Minimum Grade 12 or equivalency, training or extensive experience in purchasing and warehouse management and knowledge of basic vehicle maintenance. Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work. Knowledge of the organizational structure of the Vuntut Gwitchin Government. Knowledge of building materials and related trades. Knowledge of effective office procedures. Knowledge of basic accounting and accounting packages (ACCPAC). Knowledge of records management. A valid class 5 driver's license.

**Salary:** \$76,900 - \$84,590 includes remoteness allowance of \$8,200

**Hourly:** \$45.50 - \$50.13

**Status:** Full time (65 hours biweekly)

**Posting date:** May 14,2021

**Closing Date:** May 28,2021

Please submit resume that includes job experience related to position to:

Crystal Linklater  
Human Resources Manager  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867) 966-3261 ext. 256  
Email: [Jobs@vgfn.net](mailto:Jobs@vgfn.net)

*While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.*