

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



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

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Employment Opportunity

Warehouse Helper

Full-Time Employment

Location: Old Crow, YT

Reporting to the Warehouse Manager, the Warehouse Helper is responsible for receiving, issuing, and recording all warehouse inventory for the Government Services Department and other VGG Departments and maintaining the warehouse and yard in an organized safe manner.

Roles and Responsibilities:

- Place materials in their appropriate location
- Lead the annual inventory count (warehouse and other storage sites) overseeing workers for counting, recording of obsolete or damaged materials and correcting placement of stock
- Receive materials, match with packing slips, enter into the inventory data system and record incomplete deliveries
- Ensure the proper recording of materials received is recorded daily
- Assist the GS truck driver in gathering materials and assist the driver for deliveries if required
- Assist with Work Orders and Purchase Orders, as directed

Qualifications

- Minimum Grade 10 or equivalency
- Training or experience working in inventory management and basic vehicle maintenance
- Class 5 license, WHMIS and Standard First Aid Certificates
- Good computer skills including MS Word, Excel, Inventory management software
- Ability to work with minimal supervision and as a team player

Local Application Deadline: March 17, 2022 or Until Filled

Send Applications and/or resumes to:

E-mail: jobs@vgfn.net

We thank all those who apply - Priority will be given to citizens of the

Vuntut Gwitchin First Nation

Posted: March 3, 2022