



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
Fax: (867)966-3800
Email: jobs@vgfn.net

EMPLOYMENT OPPORTUNITY

INVENTORY CLERK

Position is available only to Residents of Old Crow
The position is Full Time

The Job: Reporting to the Manager of Warehouse and Inventory, this position is responsible for receiving, issuing and recording of all building materials and other stock items for Government Services Department. This position is also responsible for orderly and appropriate storage of all materials, lubricants and spare parts and other items and to maintain the general warehouse in good order and cleanliness.

The ideal candidate will have the following combination of education, experience, and knowledge: Minimum Grade 10 or equivalency, training or experience in inventory management and knowledge of basic vehicle maintenance.

WHIMIS 2021 Certificate – willing to obtain

Standard First Aid/CPR

Class 5 driver's license with clean drivers abstract

Willingness to work in extreme cold temperatures and darkness

Willingness to follow policies and procedures as detailed in personnel and administrative manuals

Mandatory confidentiality is required

Priority consideration will be given to citizens of the Vuntut Gwitchin First Nation.

Closing Date: January ,7 2022 @ 4:00 p.m. or until filled

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

Human Resources Department
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: jobs@vgfn.net

Posted: December 6, 2021