



Yellowknives Dene First Nation
Box 2514, Yellowknife, N.W.T. X1A 2P8
Dettah: Ph.: (867) 873-4307
Fax: (867) 873-5969

EMPLOYMENT OPPORTUNITY

The Yellowknives Dene First Nation is committed to providing efficient programs and services for the people of Weledeh. We are looking for individuals who are self-motivated, team oriented with positive attitudes and who possess the education, knowledge and skills to fill the following position:

Administrative Assistant

Under the authority of the Yellowknives Dene First Nation Government Chiefs and Council, and under the direct supervision of the Human Resources Manager, the Administrative Assistant will provide direct secretarial and administrative support services for all aspects of the YKDFN offices of Dettah.

The ideal candidate for this position will have completed a diploma or certificate in Secretarial Arts, or Office Administration with a minimum of two (2) years of related work experience or an equivalent combination of education and training and four (4) years direct work-related experience will be considered. The candidate must be able to work with minimal supervision and interact with individuals of all levels in a friendly yet professional manner. This position is located in Dettah.

A Job Description for this position is available upon request.

The Yellowknives Dene First Nation offers a competitive wage with excellent comprehensive group insurance coverage and benefits. Knowledge and/or experience with the language, cultural history and customs of the Weledeh people are definite assets.

To be considered, your application or resume must be submitted to the Human Resources office by closing date of January 19, 2018.

FAX, EMAIL OR DROP OFF YOUR RESUME TO:

**Human Resources Division
Yellowknives Dene First Nation
P.O. Box 2514
Yellowknife, NT; X1A 2P8
Phone: (867) 873-4307
Fax: (867) 873-5969
Email: HR@ykdene.com**

We thank all who apply and advise that only those short listed will be contacted.