

# We Are Hiring!

## SKILLS REQUIRED:

- High School diploma and certification in Office Administration or related area with experience;
- Knowledge of the GRRB mandate and co-management in the North;
- Financial skills and awareness of Sage software would be an asset;
- Working knowledge of office equipment, like printers and fax machines;
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
- Attention to detail and problem solving skills;
- Excellent written, verbal communication and interpersonal skills; and
- Strong organizational skills with the ability to multi-task.



**Closing Date: January 12<sup>th</sup>, 2024**

## OFFICE ASSISTANT (CONTRACT)

### Key Function:

Provide administrative assistance to the GRRB members and staff in a timely and efficient manner. Coordinate collaboration with government, co-management partners, Designated Gwich'in Organizations (DGOs) and the public. Increase office efficiency through an organized filing system and effective time management.

**Starting Salary:** \$38.47 per hour plus 4% vacation pay.

**Period:** 3 Month Term position with possibility of fulltime employment.

If you are interested in this exciting opportunity, we encourage you to visit our website at [grrb.nt.ca](http://grrb.nt.ca). Please direct your inquiries or submit your cover letter and resume to:

### Gwich'in Renewable Resources Board

Attention: Leigh-Ann Williams-Jones

[recruit@grrb.nt.ca](mailto:recruit@grrb.nt.ca)

Box 2240, Inuvik, NT, X0E 0T0

867-777-6600

Priority Consideration will be given to qualified Participants of the Gwich'in Comprehensive Land Claim Agreement residing in Inuvik.

