

# EMPLOYMENT OPPORTUNITY

Receptionist-Secretary

Carmacks Regional Services Office

Department of Health and Social Services

Competition No.: 09-AR05-02

Closing Date 5:00 p.m.: July 6, 2009

Salary: \$21,620 to \$24,795 per annum (based on 18.75 hours per week)

This competition is for a permanent part-time position.

The Regional Services Office in Carmacks is looking for individuals with excellent communications skills who are self directed and enjoy working with people to join our team. You will meet and greet clients both on the phone and in person and will play a key role in delivering excellent client services. Duties will include providing receptionist, clerical and administrative support, responding to inquiries from the public, preparing routine correspondence, filing and other related duties.

If this position interests you, please submit your resume clearly demonstrating the qualifications below as selection for further consideration will be based solely on the information you provide.

- Clerical support in an office environment providing customer service;
- Experience working with Microsoft Word and Outlook.

**Condition(s) of Employment:** Pre employment security clearance, Valid Class 5 Yukon Driver's License.

**Job Requirement(s):** Willingness to travel is a requirement of this position.

A one year eligibility list will be established from this competition to fill future vacancies for identical positions in the same department and location.

Go to [www.employment.gov.yk.ca](http://www.employment.gov.yk.ca) for more information or contact Beryl Mason at (867)667-3730 or email [Beryl.Mason@gov.yk.ca](mailto:Beryl.Mason@gov.yk.ca) . We thank all those who apply but only those selected for further consideration will be contacted.

**Quoting the competition number, please submit your resume/application to: Yukon Government, Public Service Commission, Box 2703, 2071 - 2<sup>nd</sup> Avenue, Whitehorse, Yukon Y1A 2C6.**

**Telephone: (867)667-5653 Fax: (867)667-5755 E-mail: [resume@gov.yk.ca](mailto:resume@gov.yk.ca)**



*"Committed to employment equity"*