

# EMPLOYMENT OPPORTUNITY

Program Services Coordinator (2 positions)  
Yukon Workers' Compensation Health and Safety Board  
Competition No.: 09-AR08-08  
Posting Date: June 18, 2009  
Salary: \$47,659 to \$54,765 per annum

Closing Date 5:00 p.m.: July 3, 2009

**This competition is restricted to those persons employed with the Yukon Workers' Compensation Health and Safety Board during the posting period and to casuals employed with the Yukon Workers' Compensation Health and Safety Board at the closing date of the competition.**

These frontline positions are responsible for providing services and support to employers, workers, other stakeholders, and to the staff of the YWCHSB to help ensure the programs of the YWCHSB are delivered in a timely and effective manner

We are looking for compassionate individuals with strong administrative skills, including good organizational and interpersonal skills. You should be able to work in a fast-paced team environment preparing written correspondence, maintaining filing systems, and have a strong client focus. You can work in a high volume office environment with constant interruptions and changing priorities. If you are a strong team player, and you work well independently, we want to hear from you!

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

- Completion of secretarial, administration or accounting program;
- Experience providing customer service;
- Experience in providing administrative support with progressively more responsibility;
- Experience with computer applications (MS Word, Excel, etc.).

Candidates with significant senior level administrative support, including customer service experience will be equally considered.

A six month eligibility list will be established from this competition to fill future vacancies for identical and similar 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 Heather Hierlihy at (867)667-5013 or email [Heather.Hierlihy@gov.yk.ca](mailto:Heather.Hierlihy@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)**