

# EMPLOYMENT OPPORTUNITY

Receptionist/Administrative Assistant (auxiliary on-call)  
Workplace Diversity Employment Office  
Public Service Commission  
Competition No.: 09-OG-10  
Salary: \$21.84 to \$25.04 per hour

Closing Date: On-going

**ARE YOU A PERSON LIVING WITH A DISABILITY?  
ARE YOU INTERESTED IN BEING PLACED ON AN ON-CALL LIST FOR EMPLOYMENT WITH THE  
YUKON GOVERNMENT?  
THIS OPPORTUNITY MAY BE FOR YOU.**

The Workplace Diversity Employment Office is looking for individuals who are self-motivated, like working with people, have good organizational skills, can work independently and within a team, and who are committed to delivering confidential client service.

Reporting to the Disability Employment Consultant, this position will provide administrative/clerical support service to a variety of departments on an as-needed basis. Duties will include providing reception, preparing or word-processing documents, processing mail, photocopying and faxing documents, maintaining files, scheduling meetings, preparing financial documents, and other related duties.

If you are a person with a disability and this position interests you, then we would like to hear from you! Please submit your resume demonstrating the following qualifications:

- Clerical or customer service experience
- Exposure to computers (e.g. word processing software)

Applicants not already registered with the Workplace Diversity Employment Office or for more information on this employment opportunity, please contact Bonita Tarr at (867)667-5898 or [Bonita.Tarr@gov.yk.ca](mailto:Bonita.Tarr@gov.yk.ca)

Job descriptions are available at [www.employment.gov.yk.ca](http://www.employment.gov.yk.ca) or the Workplace Diversity Employment Office, main floor of Main Administration Building.

Quoting the competition number, please submit your resume to: Yukon Government, Public Service Commission, Box 2703, 2071 - 2nd Avenue, Whitehorse, Yukon, Y1A 2C6, Telephone: (867)667-5653  
Fax: (867) 667-5755 E-mail: [resume@gov.yk.ca](mailto:resume@gov.yk.ca)



Public Service Commission  
Workplace Diversity Employment Office

*"Committed to employment equity"*