



Unit 410, 2237 Second Avenue
Whitehorse, YT, Y1A 0K7
Ph: (867) 393-2181
Fax: (867) 393-2182
www.selkirkdevcorp.ca

Employment Opportunity

Position:	Administration/Finance Assistant
Closing Date:	Until Filled
Status:	Permanent
Location:	Whitehorse, YT
Salary:	Based on experience

Job Summary:

Reporting to the Office Manager, the candidate is responsible for; providing reception, administrative, and finance support to Selkirk Development Corporation. Performs tasks necessary to assist in maintaining an efficient office including word processing, processing mail, filing, minute taking, transcription and general office procedures. This position also assists Finance by performing basic bookkeeping functions including payroll, reconciliation of various accounts and bank statements, processing accounts receivable/payables, and data entry.

Must have the ability to work independently in a confidential environment with frequent interruptions. Must be able to multi-task, manage time, be able to work in a team environment and prioritize the workload while maintaining a positive attitude.

Education

- High school graduate with post secondary education in business administration or office administration,
- bookkeeping using Quick Books and two years experience working in a similar office environment,
- or a combination of education and experience that would provide an equivalent level of expertise.

Requirements: Applicants must have valid Yukon drivers license and be willing to provide a criminal records check.

Preference will be given to Selkirk First Nation citizens but all qualified individuals are encouraged to apply.

Please submit a cover letter with resume outlining experience to;

Selkirk Development Corporation, Unit 410, 2237 – 2nd, Whitehorse, YT, Y1A 0K7

Email: officemanager@selkirkdevcorp.ca