



Yellowknives Dene First Nation

Box 2514, Yellowknife, N.W.T. X1A 2P8

www.ykdene.com

Dettah: Ph.: (867) 873-4307

EMPLOYMENT OPPORTUNITY

The Yellowknives Dene First Nation (YKDFN) is governed by a Chief and Council which has offices in Dettah and Ndilo. The YKDFN Chiefs and Council affirm our sacred obligation to serve our people and our commitment to live balanced contemporary lifestyles with culture and traditions important to our community, to speak our traditional language, and to protect our natural resources and treaty rights. For Chiefs and Council to lead the YKDFN requires having qualified personnel to achieve a prosperous future for our citizens. The incumbent works within this context to provide effective and efficient level of support and assistance.

Store Administration Clerk

2 Vacancies

The Store Administration Clerk will provide information to the travelling public and assist in the overall daily operations of the YKDFN Artisan Shop, including mobile and cultural events. This position will also provide direct office support services of administration functions and duties.

Under the authority of the YKDFN Government Chiefs and Council and under the direct supervision of the Economic Development Officer, the Store Administration Clerk will work within the Administration team to coordinate tourism activity aimed to increase accessibility to the current economic growth for Aboriginal/Inuit clients in the Chief Drygeese Territory. A professional manner reflects well on the YKDFN Artisan Shop and contributes to an enhanced economy by increasing the number of tourist to the YKDFN attractions. This position is located in Dettah.

Typically, the above qualifications would be attained by:

- Certificate or diploma in Office Administration coupled with two (2) years work experience; or
- Grade 12 and equivalent combination and training in secretarial and administrative and four (4) years related work experience with data management are considered assets.
- Experience with online sales and marketing, including familiarly with various social media and online shopping platforms, including Shopify, Facebook, Instagram, Twitter, Snapchat and Tiktok.

A detailed Job Description for this position is available upon request. The Yellowknives Dene First Nation offers a competitive wage plus a Northern travel allowance with excellent comprehensive group insurance coverage and benefits. To be considered, submit your resume with cover letter by closing date of **November 25, 2022** attention:

Human Resources Division
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We thank all who apply and advise that only those short listed will be contacted.