



# THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON  
Y0B 1G0  
PH: (867) 993-7400, FAX: (867) 993-7434



## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE ASSISTANT

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The Town of the City of Dawson is seeking applications for a Full-Time Administrative Assistant. The Administrative Assistant provides a variety of administrative functions for Management. This position may require occasional evening work.

#### **Qualifications:**

Administrative Assistant's Certification or successful completion of Grade 12 with 3 years experience in an office environment;  
Knowledge and experience with general office practices and procedures including general filing and clerical functions;  
Experience with all aspects of cash handling functions and dealing with the general public;  
Proficient in the use of word-processing, spreadsheet and email programs;  
Strong oral and written communication skills;  
Strong organizational skills;  
Experience taking meeting minutes.

#### **Salary:**

Salary is commensurate with qualifications and experience.

If you wish to speak with someone about this opportunity, please contact Joanne Van Nostrand, SFO at (867) 993-7415 or [jvannostrand@cityofdawson.ca](mailto:jvannostrand@cityofdawson.ca)

#### **Closing Date:**

A current resume and covering letter must be received at the City of Dawson Administration Building by 4:00 pm on Monday, August 9, 2010.

City of Dawson Office  
1336 Front Street  
Box 308, Dawson City, YT Y0B 1G0  
Attn: Joanne Van Nostrand  
Fax: (867) 993-7434  
[jvannostrand@cityofdawson.ca](mailto:jvannostrand@cityofdawson.ca)