



# Selkirk First Nation

P.O. Box 40, Pelly Crossing, Yukon Territory Y0B 1P0  
Phone: (867) 537-3331 Fax: (867) 537-3902



## Employment Opportunity

<b>Position:</b>	<b>Receptionist (Auxiliary)</b>
<b>Wage:</b>	<b>TBD</b>
<b>Department:</b>	<b>Executive</b>
<b>Status:</b>	<b>Casual Auxiliary</b>
<b>Closing Date:</b>	<b>October 16, 2025</b>

### Job Summary

Reporting to the Executive Assistant, the Clerk Receptionist is responsible for providing receptionist duties for the Selkirk First Nation Administration Building. The position requires answering and forwarding telephone calls, as well as familiarity with names and locations of staff. The position books rooms, and assists other departments, as needed.

### Education/Experience

- Completion of Grade 10, with completion of an Administration course (clerical or secretarial) and word processing or/relevant combination of education, training and experience working in an office environment.
- Experience using MS Office
- Experience with office procedures (filing, typing, receptionist duties)
- Experience using fax, photocopier and handling telephone call transferring
- Experience working with the public.

### Conditions of Employment

- Oath of intoxicants
- Oath of Confidentiality

**For more information, please contact Sue Bradley, Executive Assistant at: (867) 537-3331 ext. 202.**

**To apply, email your application/resume to SFN Human Resources at: [Kathy.Alfred@selkirkfn.com](mailto:Kathy.Alfred@selkirkfn.com) or bring to the Front Desk at the Administration Building.**

**POSTING CLOSES: October 16, 2025**