Be a part of one of Canada’s most dynamic environmental and socio-economic assessment processes; working with an energetic, progressive organization. We are committed to the well-being of our employees and encourage their personal and professional development.

Our commitment is to be an impartial, effective and efficient organization that provides assistance to all involved in the assessment process.

ADMINISTRATIVE ASSISTANT
Mayo Designated Office
Permanent position

Located in Mayo, this position reports to the Manager, Designated Office and is responsible for providing reception and administrative support to the staff of the Designated Office. Applicants should demonstrate their ability to work independently in a confidential environment, with frequent interruptions, and their ability to multi-task and prioritize their workload while maintaining a positive attitude with both co-workers and the public. Applicants must have experience with Microsoft Outlook, Word, Excel and Access.

The annual salary range for this position is $52,390 – $60,161 based on 75 hours biweekly. Flexible work arrangements may be considered.

If you feel you have the qualifications and desire to meet the challenges of this position please forward a cover letter and resume outlining how your experience and qualifications relate directly to the position.

A job description is available at the
Mayo Designated Office, 308 – 1st Avenue in Mayo,
YESAB Head Office,
Suite 200 – 309 Strickland Street in Whitehorse
or on our website at www.yesab.ca.

Please submit applications to:
Finance and Administration Manager, YESAB
Suite 200 – 309 Strickland Street, Whitehorse, YT Y1A 2J9
Ph: 867.668.6420 Fax: 867.668.6425 or email to yesab@yesab.ca
Toll free: 1.866.322.4040

Resumes must be received by end of day April 6, 2015.