

YESAB
Yukon Environmental and Socio-economic
Assessment Board

EMPLOYMENT OPPORTUNITY

Be a part of one of Canada's most dynamic environmental assessment regimes, 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.

**WATSON LAKE
ADMINISTRATIVE ASSISTANT**

Full-time – Permanent

The Administrative Assistant is responsible for providing reception and administrative support to the staff of the Watson Lake 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 co-workers and the public. Applicants must have experience with Microsoft Outlook, Word and Excel. The position has a salary range of \$47,336 – \$54,357 per annum.

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

Job descriptions are available from the YESAB Head Office - Suite 200-309 Strickland Street, 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

Applications must be received by July 31, 2010.