



## **Liard First Nation Executive Council Office**

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### **JOB POSTING - OFFICE SUPPORT FOR FINANCE DEPARTMENT**

**About Us:** We are Liard First Nation (LFN), a vibrant Indigenous community located in Watson Lake, Yukon. Our community values tradition, unity, and respect. Our mission is to foster a sustainable future for our people while preserving our cultural heritage. We are seeking an Intern for the Executive Office who is empathetic, respectful of our values, and committed to learning new skills.

**Job Description:** LFN's Finance Department is looking for immediate, short-term office support, mainly scanning documents and helping organize files.

#### **Responsibilities:**

1. Separate and scan documents.
2. Organize scanned documents.
3. Liaison with Finance Department team members for other responsibilities.

#### **Who We're Looking For:**

We are seeking an individual who:

1. Is looking for short-term work.
2. Is trustworthy and can be trusted to handle confidential documents and files.
3. Is physically capable of using a stapler, staple remover, and other office equipment.
4. Basic computer knowledge is a bonus.

**How to Apply:** Please send your resume and a cover letter detailing your experience and why you would be a good fit for this role to the CFO at [cfo@liardfirstnation.ca](mailto:cfo@liardfirstnation.ca). Only those candidates selected for an interview will be contacted.

Application Deadline: until filled