



Kluane First Nation

JOB OPPORTUNITY

Internal/External Posting

Office Administrative Clerk (Competition #2026-024)

Temporary 6-month term, Part-time to a maximum of 48 hours bi-weekly, in Whitehorse

Salary: \$37.60 to \$50.78 per hour (depending on qualifications and experience)

About Kluane First Nation

Kluane First Nation's (KFN) Traditional Territory sits on the shores of spectacular Kluane Lake in southwestern Yukon. Kluane National Park and Reserve is one of Canada's premier wilderness areas, and along with Kluane Lake, offers unparalleled opportunities for backcountry recreation. The land is beautiful, and the people are community-minded, culturally aware, helpful, and hard-working.

Overview

KFN is seeking a dedicated and enthusiastic individual to join our team as an Office Administrative Clerk. Reporting to the Director of Governance, this position is responsible for the reception area of the Whitehorse KFN Administration Office. It is the first point of contact with the public, citizens, and community members. This position is responsible for efficient communication internally with KFN Administration staff and with the public and performs other related duties.

Education and Experience

This position requires completion of Grade 12 or GED, with training in computer use and office administration. Experience in providing client service and using MS Office is required. Preference will be given to those having experience working in a First Nation environment. An equivalent combination of education, training and/or experience may be considered. Some knowledge of Southern Tutchone language would be an asset.

Conditions of Employment

- Completion of Grade 12 or a GED.
- Criminal Record Check
- Valid Yukon Class 5 driver's license or willingness to obtain within 90 days of employment. (It is each employee's responsibility to obtain liability insurance (business) on his or her car insurance)
- Up-to-date clean driver's abstract

How to Apply

Please submit your resume to careers@kfn.ca, no later than 5:00 p.m. (Yukon time) on the closing date. Include **competition #2026-024** in the email's subject line. For more information on this position, including the job description, please email careers@kfn.ca.

Thank you for your application, however only qualifying candidates will be contacted.

Posting Date: August 4, 2026

Internal Closing Date: **August 11, 2026 by 5:00 p.m. (Yukon time)**

External Closing Date: **August 18, 2026 by 5:00 p.m. (Yukon time), or until filled**

****Note: Current employees, KFN citizens and community members are considered 'Internal Applicants'.***