



Employment Opportunity Natoaganeg First Nation

Position Title: Human Resources Assistant

Program: Band Administration

Status: Full-time

Term: One year term

Salary: Commensurate with education and experience

Hours of Work: Monday to Friday, 37.5 hours weekly

Key Responsibilities: The Human Resources Assistant will support the HR activities of the First Nation by performing administrative and operational duties related to compensation, benefits, recruitment, training, health and safety, engagement activities, and other functions as required, in line with the Human Resources Policy.

Typical Duties: Include but are not limited to:

- Providing administrative support in accordance with established policies and procedures
- Creation and accurate maintenance of employee files and other electronic and paper filing systems as required
- Scheduling and preparation for meetings and interviews including preparation and distribution of documents and agendas, and minute-taking
- Compiling job posting applications as well as conducting pre-screening and reference verifications
- Aiding in the onboarding process for new employees
- Tracking employee data such as training, daily attendance, and leave bank balances
- Liaising with payroll and finance to ensure accurate employee compensation
- Data-entry and updates to the HRIS
- Ensuring accurate completion and submission of employee documents such as group insurance forms
- Aiding in the organization of staff recognition and training events
- Other duties as required to ensure and support the success of Natoaganeg First Nation

Formal Education and Training: The ideal candidate will possess a diploma in human resources management or business administration and 1-3 years' experience in a related position. An equivalent combination of experience and formal training may also be considered.

Competency Requirements:

- Strong communication and human relations skills;

- Proficient with MS Office including Word, Excel, PowerPoint and Outlook
- Hands-on experience with an HRIS or HRMS
- Basic knowledge of labour laws
- Demonstrated organizational skills
- Ability to handle sensitive and confidential information with tact and discretion
- Excellent time-management and prioritization skills
- Strong ability to troubleshoot and engage support resources
- Knowledge of Mi'kmaq culture and community operations is a definite asset

Special Requirements

- Successful Criminal Record required upon hire

*Those interested in applying are asked to submit a resume demonstrating possession of the required qualifications and competencies for the position. Please clearly reference competition **2024-BA-01** and forward to Careers@NatoaganegFirstNation.ca on or before **July 12th, 2024**. While we thank all who have applied, only those selected for an interview will be contacted.*