

# Rainy River First Nations – Job Posting

## HUMAN RESOURCES ASSISTANT



Permanent Full-Time

Reporting to the Manager of Human Resources, the Human Resources Assistant acts as the first point of contact for the Human Resources department, fielding questions or needs from employees, general public and departmental teams to the appropriate person(s). They will provide day to day support for a variety of HR functions and administrative tasks for the department and organization.

### PRIMARY ACCOUNTABILITIES

- Administrative tasks to support the Human Resources department including but not limited to assisting with the creation of employment contracts, reference checks, onboarding, employee benefits information, interoffice memos.
- Assist the human resources manager with the interview process.
- Draft and post Job postings with internal sites and external agencies.
- Preparing personnel correspondence, finance reports and audit materials.
- Special projects including human resources research around legislation, training and ethical practice.
- Manage and coordinate summer, co-op and casual hiring programs.
- Maintain and update the HR filing system and employee records, including personnel files to ensure compliance.
- Assist in managing internal HRIS system.

### POSITION REQUIREMENTS

- Post-secondary education in business administration or Human Resource Management is preferred. A combination of relevant education and experience may be considered.
- Minimum of 1 year experience in providing administrative support.
- Highly proficient in MS Office Applications including Word, Excel and PowerPoint.
- Knowledge of Rainy River First Nation or Treaty #3 and Anishinaabe culture.
- Strong interpersonal, written and verbal communication skills.
- Exercise good judgement, confidentiality, maturity, and diplomacy.
- Excellent organizational, time management and resource management skills
- Criminal Record Check and Vulnerable Sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' Drug Testing Policy.

### PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

### How to apply:

Please submit applications with cover letter and current resume to: [hr@manitourapids.ca](mailto:hr@manitourapids.ca). Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

**2022-2025**

**Rainy River First Nations Chief & Council**

*We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.*

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit [www.rainyriverfirstnations.com](http://www.rainyriverfirstnations.com)

