



**Wabaseemoong Jordan's Principle**  
General Delivery, Whitedog Post Office  
Whitedog, ON P0X 1P0  
☎ 807-927-2000 ext. 228

## **Employment Opportunity**

**Position:** *Human Resource Administrator*  
**Location:** **Kenora**  
**Term:** Full Time Monday – Friday (9am – 4pm)  
**Responsible to:** Wabaseemoong Jordan's Principle

### **POSITION SUMMARY:**

Reporting to the Jordan's Principle Coordinator, the Human Resources Administrator will support the day to day Human Resources activities with a focus on, recruitment and staffing, HR Administrative functions, benefits (as required), and data management for the 3 locations (Wabaseemoong, Kenora, and Winnipeg)

### **RESPONSIBILITIES:**

- Manages the recruitment and selection process: job posting, pre-screening, interviewing, and onboarding.
- Create and maintain all employee documentation including employee files, training, job offers, performance reviews, and organizational charts.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, directing the processing of benefit claims, designing and conduction educational programs on benefit programs.
- Support employees and managers with day-to-day questions about company policies, procedures, employee records, benefits, and all other related functions.
- Lead the creation and execution of training and development program for all departments.
- Maximize the efficiency of business processes by researching, developing, updating, and implementing policies and procedures.
- Assist with new or ongoing administrative projects.

### **Required Skills and Experience:**

- Must possess a Valid 'G' Licenses
- Post-secondary education in Human Resources or equivalent required.
- Minimum 1-2-years of previous related experience.
- Able to effectively communicate in a positive and professional manner (written and verbal).
- Excellent computer skills.
- High level of accuracy and strong attention to detail.
- Excellent organizational skills.
- Thorough understanding of privacy legislation and able to maintain a high level of confidentiality/working knowledge of all other basic employment-related legislation required.
- CPR and First Aid Certification.
- Provide Vulnerable Sector Check, Crim Check and Drivers Abstract.

**Deadline: April 3, 2023 @4pm**

All interviewees must provide a vulnerable sector check and drivers abstract at time of interview.

Please send your resume to **[win.jp.hr@outlook.com](mailto:win.jp.hr@outlook.com)**