

# Rainy River First Nations – Job Posting

## **HUMAN RESOURCES ASSISTANT – APRIL 2023**

Temporary Full-Time - 1 Year Term

(Possibility of permanent status based on position needs and incumbent performance)



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 support for the department and organization.

### **Primary Accountabilities Include:**

- Completing administrative tasks to support the Human Resources department including but not limited to assisting with the creation of employment contracts, reference checks, assessment information, interoffice memos and updating employee databases.
- Preparing correspondence, reports, and audit materials.
- Special projects including human resources research around legislation and ethical practice.
- Manage and coordinate summer, co-op and casual hiring programs.
- Maintain and update the HR filing system and employee records, including auditing personnel files to ensure compliance.

### **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.

### **How to apply:**

Please submit applications with cover letter and current resume to: [hr@manitourapids.ca](mailto:hr@manitourapids.ca) by **April 21, 2023**.

**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)

