



## **EMPLOYMENT OPPORTUNITY**

Internal / External

### **Human Resources Assistant**

Contract (one year)

#### **About FNTI (First Nations Technical Institute)**

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

#### **Description:**

The Human Resources Assistant will be a member of the Corporate Services team and will focus on the provision of HR advisory and transactional services as they relate to HRIS, job evaluations, recruitment, compensation, onboarding, training, performance and leave management for all Divisions. The HR Assistant reports to the HR Manager.

#### **Responsibilities:**

- Respond to requests for information, creating and maintaining confidential and non-classified HR files, using a scanner and various databases
- Prepare and receive correspondence from and to employees and applicants, which includes the preparation of employment contracts
- Maintain and update various HR platforms and excel spreadsheets with confidential and time-sensitive employee, staffing, employment relations and other HR related information
- Compose and proofread draft letters and email correspondence
- Process, verify and register documentation relating to human resources activities such as staffing, recruitment, training, performance evaluations, job evaluations, and employee benefits i.e., group insurance and pension enrolment
- Act as administrator of FNTI leave management system. Monitor and reconcile employee attendance, complete attendance reports as requested by management and leadership team.
- Compile and prepare additional employee reports and maintain employee information by entering and updating employment and status-change data, using SAGE, Breeze 360, and excel
- Post job vacancies, populate screening charts, assist with screening, participate on panels on occasion, and conduct reference checks
- Schedule assessments, coordinate invitations and agendas, arrange zoom video conferences and send coordinates to all parties
- Welcome new employees to the organization by coordinating and tracking orientation, arrange for onboarding through communicating and sharing information including setting up and assigning training, sending welcome package including onboarding checklist.
- Provide payroll information by verifying weekly program submissions, tracking, updating, and maintaining information.
- Maintain employee confidentiality and protect operations by keeping human resource information confidential.

- Provide input and recommendations on continuous business improvement and quality service by following organizational policies and standards
- Assist with coordination of in-house and external training activities and information sessions

**Qualifications and Competencies:**

- A Diploma in office administration or human resources and two years related experience; or an acceptable combination of education, training and experience.
- Self-starter with excellent initiative, and highly organized to manage various tasks simultaneously.
- Superior attention to detail and able to monitor work for quality and accuracy.
- Ability to identify and resolve issues in a timely manner, while using sound judgement, tact and discretion, and maintaining a high degree of confidentiality
- Demonstrated strong customer service focus with a pleasant attitude
- Excellent interpersonal, verbal, and written communication skills
- Demonstrated team player and ability to work well independently.
- Proficient working knowledge of MS Office, especially Excel, as well as HR Information Systems and online video-conferencing platforms

**Conditions of employment:**

- must provide a satisfactory CPIC
- willing and able to work remote

All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify

**Please forward your cover letter, resume, and two references by October 17, 2023 to:**

Samantha Souliere, HR Manager

Email: [SamanthaS@fnti.net](mailto:SamanthaS@fnti.net)

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.

**Thank you for your interest. Only those selected for an interview will be contacted.**