

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
JOB TITLE
ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES
DEPARTMENT
Full Time Permanent

POSITION: Administrative Assistant to Human Resources Department

POSTING DATE: January 16/2024

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Human Resources Manager

HOURS OF WORK: Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.
Occasional evening and/or weekend work may be required to meet operational needs.

DUTIES:

The Administrative Assistant to the Human Resources Department is focused on providing highly confidential administrative support services and answering a variety of employee inquiries related to Human Resources. This position also provides administrative services to various Human Resources related functions, projects and ongoing tasks associated with Recruitment and Selection, Training and Development, Benefits, Performance Management, Rewards and Recognition. In addition, the position oversees the mail, calendars, documents files and other resources for the Human Resources Office.

KEY ACTIVITIES:

GENERAL ADMINISTRATION

- Respond to basic and general human resources telephone and written enquiries from staff and the general public and direct enquiries to others where necessary.
- Prepare outgoing mail, faxes, and courier shipments.
- Provide administrative office support: meeting room reservations, catering requirements, photocopying/fax machine, document scanning and videoconferencing, liaising with providers
- Maintain inventory of human resources office supplies and arrange for supplies as required
- Draft, track, process, verify, register, update, proofread, maintain, submit through adobe sign (where necessary) and manually and/or electronically file assigned documentation relating to human resources activities, in accordance with established systems, procedures and schedules, using computerized (HRIS) and manual processing systems; follow up on missing and incomplete data
- Schedule and coordinate meetings through Outlook, prepare agendas and take meeting minutes as assigned by the Human Resources Manager
- Support department staff administratively with EWrite submissions
- Support department staff with travel and accommodation arrangements
- Assist administratively with the recruitment process (arrange for advertising or posting of job vacancies, schedule interviews, assist in screening and rating of job applicants, notify applicants, conduct reference checks, schedule and assist with employee orientations, preparation of job offers)
- Assign, track and score employment tests and practical exercises
- Coordinate and assist with human resources and other community mailings (postings, announcements, updates, etc.)
- Assist with staff events (golf tournament, children's Christmas party, awards banquet, policy retreats)

SPECIALIZATION REQUIRED:

- Demonstrated knowledge of human resources functions and cycles
- Demonstrated advanced skills in Microsoft Office applications including Outlook, Word, Excel and PowerPoint required
- Familiar with office machines including computers, photocopiers, fax machines, phone systems and postage machine
- Demonstrated well-developed oral and written communication skills
- Demonstrated ability to multi-task with a proven ability to meet tight deadlines
- Able to work independently with minimal supervision and as a team member
- Keyboarding 50 words/minute
- Knowledge of financial processes (invoicing, purchase orders, etc.)
- Knowledge of Privacy legislation
- Self-directed with excellent organizational skills
- Superior interpersonal skills
- Demonstrates tact and diplomacy and ensures confidentiality is maintained
- Demonstrates a high degree of initiative and problem solving with keen attention to detail
- Ability to apply sound judgment to a variety of situations
- Valid driver's license and \$1M liability insurance
- CPIC and VSS acceptable to position upon conditional offer
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations

CONSIDERED AN ASSET:

- Post secondary HR education and/or working towards designation in Human Resources (CHRP, CIHRP)
- WHMIS, H&S and Canada Labour Code Certification
- Work experience in a Human Resources capacity
- Experience in Human Resources Information Systems (HRIS)
- Experience with Event Coordination
- Knowledge of Employment Standards, Health and Safety and Human Rights Legislation
- Exposure/Experience with HR Downloads, EScribe, Scout Recruitment Software

TO APPLY:

Applications must be submitted online via our website:

www.scugogfirstnation.com

Or through the direct link:

<https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/AAHRD>

Complete an application online and include resume and cover letter.

DEADLINE:

January 23, 2024

QUESTIONS:

Merridy Curtis, Human Resources Coordinator

Phone: 905-985-3337 Ext. 242

Fax: 289-312-4647

mcurtis@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Indigenous" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"