



# Whitecap Dakota Nation

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## EMPLOYMENT OPPORTUNITY

### HUMAN RESOURCES OFFICER

#### ADMINISTRATION DEPARTMENT

<b>Status:</b>	Permanent, Full-Time
<b>Location:</b>	Whitecap Dakota Nation (In Person)
<b>Hours of Work:</b>	8:00AM – 4:30PM
<b>Total Hours:</b>	37.5 hrs. per week
<b>Salary Range:</b>	Competitive
<b>Closing Date:</b>	September 1, 2025

#### ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can Learn more at [www.whitecapdakota.com](http://www.whitecapdakota.com)

#### POSITION OVERVIEW

WDN is seeking a talented and motivated Human Resources Officer to join our dynamic team. The ideal candidate will combine excellent recruitment coordination and human resources administration abilities. This role offers an opportunity to support the full-cycle recruitment process and contribute to comprehensive HR operations while working with a collaborative team dedicated to providing exceptional human resources support and maintaining the highest standards of confidentiality and professionalism for the Whitecap Dakota Nation.

#### KEY DUTIES

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Human Resources Manager, the Employee will:

- support the HRM with the full-cycle recruitment process;
- coordinate and plan candidate interviews;
- support the development of interview questions and skill tests as required;
- perform reference and vetting checks;
- prepare employment offers to ensure accuracy for HRM review;
- support the onboarding process by preparing orientation materials and assisting new employees with required documentation;
- maintain records of personnel-related data in both paper and electronic format;
- ensure adequate record keeping and safeguarding of employee files and documents to maintain confidentiality and access to updated personnel information;
- prepare, review, edit and distribute correspondence as directed;
- assist to maintain and update the WDN Job Description database and organizational charts as directed;



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- support the development of the WDN Payworks Applicant tracking software;
- act as the back-up Payroll & Benefits Officer, as required, to process payroll and benefits technical transactions in Payworks;
- schedule meetings, and HR events as necessary;
- adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training; and
- other related duties as assigned.

## QUALIFICATIONS

- completion of a recognized 1-to-2-year College certificate or diploma with a minimum of three years' recent and relevant experience;
- a CHRP or CHRL designation would be an asset;
- knowledge of current Federal labour legislation and standards;
- exceptional working knowledge of the Microsoft Office suite;
- excellent verbal and written communication skills, presentation, facilitation, planning and organizational skills;
- ability to work with minimal supervision, collaborate, interact, and build effective relationships across and at all levels of the organization;
- respect for privacy and confidentiality is essential;
- high level of professionalism is expected;
- ability to assume responsibility and work independently; and
- must possess and maintain a valid Saskatchewan driver's license and a reliable vehicle.

## APPLICATION PROCESS

- Submit a cover letter and resume by email to: [employment@whitecapdakota.com](mailto:employment@whitecapdakota.com)
- The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.**