



WHITECAP DAKOTA FIRST NATION

EMPLOYMENT OPPORTUNITY – HUMAN RESOURCE ASSISTANT

POSITION SUMMARY

Working as part of the Human Resources (HR) Team and reporting to the Human Resource Coordinator, this position is responsible for supporting a broad spectrum of HR and WDFN programs and services by providing effective, high quality, professional administrative and research support to the day-to-day operations of the department. As an integral member of the HR Team, you will support leaders and employees across the organization, modeling a positive response to change, service excellence and continuous improvement.

RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and reporting to the Human Resource Coordinator, the Employee will:

- ✓ Assist with day-to-day operations of the HR functions and duties
- ✓ Perform a variety of clerical duties such as filing, copying, collating, sorting, and distributing documents both paper-based and electronically
- ✓ Maintain files (paper and electronic) and various tracking documents and Excel spreadsheets and ensure all employee information and records are kept confidential
- ✓ Accurately enter and maintain relevant information in employee personal files
- ✓ Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- ✓ Respond to and escalate employee questions and needs in a timely manner
- ✓ Assist with research and analysis to support department projects and priorities
- ✓ Assist in payroll preparation by providing relevant data (absences, bonuses, leaves, etc.) when requested
- ✓ Assist with delivery of Benefit package information, respond to employee queries and concerns, elevating as required
- ✓ Assist payroll department with filing and sorting of confidential employee files
- ✓ Coordinate communication with candidates and schedule interviews
- ✓ Conduct initial orientation to newly hired employees
- ✓ Other related tasks and duties as assigned

KNOWLEDGE, SKILLS AND QUALIFICATIONS

- ✓ Minimum Grade 12, with preference given to candidates with post-secondary education relating to Human Resources
- ✓ 2 – 3 years related experience
- ✓ Able to maintain confidentiality in a complex setting





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- ✓ Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- ✓ Must possess strong interpersonal skills
- ✓ Must be able to communicate clearly, both written and orally
- ✓ Must be able to prioritize and plan work activities as to use time efficiently
- ✓ Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- ✓ Valid Driver's Licence and reliable transportation

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

EMPLOYMENT TYPE: TERM (March 31, 2023), Fulltime

SALARY AND BENEFITS

- ✓ Competitive salary based on qualifications and experience.
- ✓ Comprehensive health benefits
- ✓ Eligibility for a subsidy off regular rates at the Whitecap Early Learning Centre in Whitecap.

APPLICATION PROCESS

Submit cover letter and resume by email to: mstdenys@whitecapdakota.com.

APPLY BY: May 16, 2022

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

