

Human Resources Assistant
March 2020 – June 2020 (Term Position)

Authority

The Human Resources Assistant shall work under the direct supervision of the Director of Human Resources, who in turn, reports to the Executive Director.

Purpose

The Human Resources Assistant shall assist the Director of Human Resources with a variety of projects and tasks relating to Human Resources and staffing.

Specific Responsibilities

- Ensures the highest level of confidentiality and privacy of information;
- Collaborates with department Directors, Managers and/or Principals, and Education Directors for any HR related issues or staffing;
- Assists with developing postings for new or vacant positions, posting advertisements, purchase orders, advertisement quotes, etc.;
- Completes and processes new hire requests with required signatures;
- Assists in maintaining and updating job descriptions, as required;
- Schedules interviews and follow up to interviews;
- Conducts, records and submits reference checks for review;
- Assists in drafting contracts and letters of offer to prospective candidates, as required;
- Assists in new employee set-up of equipment, location, email, etc., as required;
- Performs a range of staff and/or operational support activities, may serve as a liaison with other departments on basic administrative and/or operational matters;
- Assists in maintaining employee personnel files which includes confidential information and related documentation, as needed;
- Performs a wide variety of typing assignments which are sometimes confidential in nature, composing, word processing, editing, proofreading documents, and correspondence;
- Establishes, maintains, processes, updates files, records, and/or other documents;
- Communicates and responds to employee inquiries on employment such as: policy and procedures; standards and regulations; salary and benefits; leave updates, etc.;
- Records employee leave forms in database and handles all leave requests/forms for all staff, as required;
- Maintains direct contact with the Director of HR for any questions or clarifications as required including providing updates on activities on a regular basis;
- Willing to assist or fill-in for other HR staff when required, and maintains a professional working relationship within the HR department;

- Performs miscellaneous job-related duties as assigned.

Qualifications

Education & Experience

- Post-secondary education with diploma in Human Resources, preferred;
- Minimum of three years' experience in a Human Resources Assistant role, preferred;
- Experience with a Human Resources Management System, is an asset;
- Knowledge of standard office filing policies and procedures;
- Experience working with First Nations in the field of education is considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Fluency in a First Nations language is considered an asset;
- Ability to effectively work as a team member;
- Ability to plan and organize a heavy workload, under pressure, to meet deadlines;
- Demonstrated ability to work independently, with minimal supervision;
- Ability to communicate effectively, both orally and in writing;
- Ability to deal with highly confidential and sensitive matters, must sign an oath of confidentiality agreement;
- Skill in the use of operating basic office equipment;
- Computer literate and proficient for word processing and/or data entry;
- Ability to create, compose, proofread, and edit written materials;
- Ability to perform simple accounting procedures;
- Ability to travel to First Nation communities within Manitoba, if required;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics and conduct.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Thursday, March 12, 2020** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com