

Career Opportunity: Human Resources Technician

Administrative Responsibilities

- Provide customer service, screen and direct telephone calls, take and relay messages, answer questions from employees and the general public regarding human resources questions, respond to employment verification requests, and other requests for information, redirect inquiries as appropriate.
- Review, redirect, process and facilitate incoming and outgoing regular and electronic correspondence and paperwork so as to provide prompt and appropriate action with respect to inquiries, concerns and issues in a timely manner.
- Answer and/or coordinate responses to all administrative inquiries received from the Director.
- Research, compile and analyze data for special HR projects and reports.
- Arrange travel schedule and make reservations for HR staff.
- Process invoices and expense reports.
- Maintain calendar of human resources team.
- Make travel arrangements (transportation and accommodations) for all recruitment activities.
- Order promotional items for career fairs.
- Collect, manage and update employee data and personnel files.
- Set up, update and maintain an efficient and effective electronic and manual filing system (correspondence and related administrative records) including the electronic HR library.
- Compile reports by entering data in the HR spreadsheets databases.
- Maintain official human resources policy manual, procedure annual, and other related policies and procedures.

Reporting Responsibilities

- Prepare reports as required by the role.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education and Certification

- College diploma in Administration or related field.

Experience

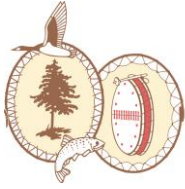
- One to three years of relevant work experience.

Languages

- Fluency in English.
- Fluency in verbal Cree is an asset.
- Fluency in French is an asset.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively.



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- Proven ability to be discreet and maintain confidentiality.
- Demonstrated attention to detail and accuracy.
- Proven organizational skills.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel occasionally.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From November 13, 2019 to November 28, 2019

Application

Your application must be sent by email with the competition number: **HR-191103-1**

Valerie Mianscum
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