



SUCKER CREEK FIRST NATION JOB DESCRIPTION

POSITION TITLE: HUMAN RESOURCE CLERK

POSITION REPORTS TO: NATION MANAGER

POSITIONS SUPERVISED: NONE

SUMMARY:

Reporting to the Nation Manager, the Human Resource Clerk:

Performs a variety of personnel-related administrative tasks. Supports human resource processes by assisting with recruitment; scheduling of interviews and appointments; maintaining records; personnel files and information. Works with all program directors as required.

OBJECTIVES:

To maintain the harmonious flow of day-to-day Human Resource activities.

DUTIES:

- Provide clerical and administrative support to the SCFN Human Resource Area.
- Responsible for assisting in the recruitment process, including postings, tracking applicants, setting up interviews and managing the post interview files.
- Ensures the confidentiality of human resource information.
- Responsible for assisting in the updating of postings, questions and job descriptions for all positions.
- Prepare reports and presentations for internal communications.
- Perform a yearly audit of all job posting files to ensure completeness and accuracy.
- Develop and or maintain a records management system, including classifying and coding electronic and Human Resource files.
- Performs other duties as required.

QUALIFICATIONS:

- Office Management Diploma or Certificate from a recognized institution.
- A high school diploma with a secretarial science, or any combination of training and experience which provides the required knowledge, abilities and skills.
- Clerical Experience in a front line office environment.
- Able to work independently and manage multiple projects concurrently
- Excellent oral and written skills.
- Computer literacy and familiarity with Microsoft Office products.
- Must provide a criminal record (CPIC) check and Child Welfare Information System (CWIS) check, as required.
- Must possess a valid driver's license and submit a driver's abstract.
- Ability to speak Cree is an asset.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

Deadline for Applications: May 12, 2021 @ 4:30 p.m.

Please Submit Resumes by:

In Person Drop-Off
Fax (780-523-3111)
Email: lillianm@scfn.ca

Mail to: **Attention: Lillian McNab**

**Sucker Creek First
Box 65, Enilda, Alberta T0G 0W0**

****Only successful applicants will be contacted****