



**Employment Opportunity
Human Resource Assistant - Full Time**

Sucker Creek First Nation is looking for an experienced Administrative person to join our team.

Under the supervision of the Director of Operations; the Human Resource Assistant 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. Responsible for Employee Pension and Benefits as well.

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.
- Responsible for compiling and updating employee records.
- Responsible for SCFN Pension and Benefits Programs, including staff enrollment and removal.
- 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 assigned.

QUALIFICATIONS:

- Office Management or Human Resource Diploma or Certificate from a recognized institution.
- A high school diploma with any combination of training and experience which provides the required knowledge, abilities, and skills.
- Clerical/HR 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 clear 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: January 27, 2022 @ 4:30 PM

Late applications will not be considered – Only qualified applicants will be notified for an interview.

Please hand in your resumes, or mail or email them to:

**Attention: Debbie Willier
SCFN-HR
Box 65
Enilda, Alberta T0G 0W0**

**Fax: 780-523-3111
Email: application@scfn.ca
Drop Off @ SCFN Administration Office**