



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)

Ochapowace Nation is a progressive nation, developing the economy, enhancing youth development through education and sports, creating an environment of safety and well-being for members, establishing a professional, successful organization as an employer of choice, and creating an effective governance system.

Position Title: Human Resource Assistant
Unit: Administration Office

Status: Term Position
Salary: Commensurate with Ochapowace Nation salary grid

Posting Date: Aug 31, 2017
Closing Date: September 15, 2017 by 3:00p.m.

Primary purpose: The Human Resource Assistant provides administrative services for the Human Resource office for the recruitment and employment of staff.

Job Summary: The Human Resources Assistant works under the direction of the Human Resources Manager and reports directly to the Director of Operations. He or she will perform the following duties (but not limited to): assisting with recruitment, staff orientation, organizational support, maintaining files, record keeping and general knowledge of various employment laws and policies. As requested, the assistant will assist in reviewing employee timesheets, job descriptions and have strong computer skills.

Education and experience: Preference will be given to candidate with 1+ years of Human Resources experience and/or office administration certificate.

Knowledge, skills and abilities: knowledge: Human Resource practices, Microsoft Office applications; skills: creative thinking, problem solving, planning and analytical skills, good decision-making skills, interpersonal and communication skills both written and verbal; ability: to work within a team, proven ability to work on multiple projects with competing demands to meet deadlines.

Criminal Record Check and Prohibited drug test required if selected.

Please send your resume and cover letter, with three (3) references to:

Brenda Stevenson, Director of Operations
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