



# OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0  
Phone: (306) 696 2425, Fax: (306) 696 2426

## Human Resources Ochapowace Nation – Job Posting

**Position:** Human Resources Assistant

**Status:** Permanent Full-Time

### KEY FUNCTION:

Provide professional and administrative support to Human Resources (HR) Department, Management, and employees regarding HR activities, policies, processes, and procedures.

### REPORTING:

Under the general direction of the Human Resource Manager.

### DUTIES:

1. Provide support to the recruitment function of employees including but not limited to on boarding of new hires.
2. Prepare, manage, and provide job postings and posting results for all competitions working collaboratively with Managers.
3. Draft general forms, letters, reports, and memos as required. Providing employees with letters and/or memos noting any changes in their employment in a timely manner.
4. Assist in the maintenance and filing of accurate and comprehensive personnel records (Personnel and Payroll files) including accrued leave worksheets.
5. Assist and provide support to Payroll processing personnel on a biweekly frequency.
6. Educate and promote health, safety and wellness in the work place.
7. And perform other duties as required.

### QUALIFICATIONS/EDUCATION AND EXPERIENCE:

1. Minimum of a one (1) year Diploma in Human Resources Management (HRM) or Business Administration, from an accredited college.
2. Minimum of one (1) year experience working in a HR department.
3. Recent experience working within a Recruitment and/or Labour Relations

### KNOWLEDGE/SKILLS/ABILITIES:

1. Demonstrated superior attention to detail with a high degree of accuracy.
2. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point).
3. Demonstrated superior interpersonal and communication skills, both written and verbal.
4. Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
5. Demonstrated discretion and maturity when handling confidential information.

### PERSONAL SUITABILITY:

1. Proven ability to work independently and in a team environment.
2. Demonstrated ability to perform with minimal supervision; to prioritize duties.
3. Demonstrated commitment to ongoing professional development.
4. Demonstrated professionalism in dealing with confidential and sensitive issues.
5. Demonstrated positive work record and excellent attendance record.
6. Ability to meet the physical and sensory demands of the job.
7. Must submit a Criminal Record Check and Drug & Alcohol Screen

**Selection Process:** Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume

**Application Deadline: July 5<sup>th</sup>, 2021 @ 4:30 p.m.**

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

[tanya.bear@ochapowace.ca](mailto:tanya.bear@ochapowace.ca)

Human Resources Manager, Ochapowace