



# BRUNSWICK HOUSE FIRST NATION

P.O. BOX 1178  
HWY, 101 EAST  
CHAPLEAU, ON  
P0M 1K0

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## EMPLOYMENT OPPORTUNITY

<b>POSITION:</b>	<b>HUMAN RESOURCES ASSISTANT – FULL TIME</b>
<b>STARTING SALARY:</b>	<b>\$20.67</b>
<b>REPORTS TO:</b>	<b>BAND ADMINISTRATOR</b>
<b>LOCATION:</b>	<b>BRUNSWICK HOUSE FIRST NATION ADMINISTRATION</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>

*\*Brunswick House First Nation Band Members are encouraged to apply\**

### OVERVIEW:

Reporting to the Human Resources Manager, the Human Resources Assistant is responsible for providing administrative and human resource support in a number of Human Resources functional areas. As the first point of contact regarding Human Resources matters, the Human Resources Assistant exercises good judgment in assisting managers and staff on a variety of human resource matters.

### DUTIES AND RESPONSIBILITIES:

- Assist in Recruitment by preparing job postings, setting up interviews, checking references, preparing draft documents for hire, etc. and drafting offers of employment in accordance with established guidelines.
- Prepares new employee orientation packages for the commencement process in accordance with established guidelines.
- Assists in coordinating the updating of job descriptions and human resource policies and procedures in accordance with established guidelines.
- Assist in maintaining personnel files in accordance with established guidelines, ensuring that the integrity and confidentiality of employee information is preserved, at all times.
- Maintains a variety of confidential and sensitive employee information such as letters of corrective action, performance appraisal documents, medical notes and correspondence.
- Assists in maintaining all related H.R. filing systems including, competition file, personnel files, employee medical files, position administration files, etc.
- Scanning of HR files/documents
- Maintains, updates and designs in accordance with established guidelines, a variety of standard Human Resources forms and templates.
- Assist with setting up company Human Resources Training
- Perform other duties as assigned.

### QUALIFICATIONS:

- Post-secondary degree or diploma in human resources, business, or other related discipline.
- A minimum of three (3) years of related experience.
- Broad knowledge of all functional human resources programs and services.
- Must demonstrate technical competence in a variety of MS applications and HR software applications.

Interested applicants please send a cover letter and resume:

ATTN: Human Resources  
P.O Box 1178,  
Chapleau, ON  
P0M 1K0  
Or

Email: [humanresources@bhfn.ca](mailto:humanresources@bhfn.ca)

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Band Manager

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Date