

## **Human Resources Assistant**

### **Authority**

The Human Resources Assistant shall work under the direct supervision of the Director of Human Resources who in turn reports to the Executive Director.

### **Purpose**

The Human Resources Assistant shall assist the Director of Human Resources with a variety of projects and tasks relating to Human Resources and staffing.

### **Specific Responsibilities**

- Records employee leave forms in database on a daily basis and handles all leave requests/forms for all staff;
- Handle any inquiries from employees regarding annual, sick, special leave time available or in deficit;
- Print and provide quarterly updates to supervisors and all employees on time;
- Assists in maintaining and updating job descriptions as required in collaboration with employee and immediate supervisor;
- Assists in maintaining employee personnel files, updates as required; including personnel information and related documentation;
- Assists with developing postings for new or vacant positions, posting advertisements, purchase orders, advertisement quotes, contact interviewees to set up interview schedules and make interview packages;
- Completes incumbent employee reference checks on behalf of Director of Human Resources and prepares letters to unsuccessful interviewees;
- Prepare new employee orientation packages;
- Assist in new employee set-up of equipment, location, email, etc.;
- Assists in maintaining staff directory/lists;
- Performs a wide variety of typing assignments which are sometimes confidential in nature; operates personal computer to enter data, draft, edit, revise, and print letters, tables, reports, and other materials;
- Composing, word processing, editing and proofreading a variety of documents and correspondence;
- Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters;
- Establishes, maintains, processes, and updates files, records, and/or other documents;
- Performs miscellaneous job-related duties as assigned.

## Qualifications

### Education & Experience

- Post-secondary education with diploma in Human Resources preferred;
- Minimum of three years' experience in a Human Resources Assistant role required;
- Experience with a Human Resources Management System;
- Knowledge of standard office filing policies and procedures;
- Experience working with First Nations in the field of education is considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Fluency in a First Nations language is considered an asset;
- Ability to effectively work as a team member;
- Ability to plan and organize a heavy workload, under pressure, to meet deadlines;
- Demonstrated ability to work independently, with minimal supervision;
- Ability to communicate effectively, both orally and in writing;
- Ability to deal with highly confidential and sensitive matters, must sign an oath of confidentiality agreement;
- Ability to understand and follow specific instructions and procedures;
- Demonstrated knowledge and experience maintaining a filing system;
- Strong organizational and coordinating skills;
- Ability to maintain calendars and schedule appointments;
- Skill in the use of operating basic office equipment;
- Computer literate and proficient for word processing and/or data entry;
- Excellent oral and written communication skills;
- Ability to create, compose, proofread, and edit written materials;
- Ability to perform simple accounting procedures;
- Ability to travel to First Nation communities within Manitoba;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. Friday, September 18, 2020 to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)

\*Posted September 4, 2020