



Job Posting

Position: HR (Human Resources) Assistant

Department: Human Resources

Department Term: Full Time – 35 hours per week (Funding based position)

Start date: ASAP (or until position is filled)

Wage: Grade 5 (\$25.00)

Reports to: Human Resources Manager

Role: performing a variety of complex HR related functions by providing administrative support to Human Resources Manager

Key Responsibilities:

- Assists with day-to-day HR functions and duties by providing administrative assistance.
- Supporting internal and external inquiries and requests related to the HR department.
- Compiling and maintaining paper and electronic employee records up to date by constantly updating the employee files in HRIS System
- Supporting HR-related training programs, workshops, and seminars
- Entering employee data into computer database
- Writing and submitting reports/minutes on general HR activities
- Continuously learn the latest HR best practices to improve workplace efficiency.
- Post job ads and vacancies on job boards and social media.
- handle incoming phone calls and emails within the HR department.
- manage HR schedules and calendars.
- schedule meetings and interviews.
- maintain and process accurate and complete HR and employee records.
- collect and verify candidate information including background checks.

Qualifications/Experience:

- Grade 12 education or equivalent required.
- A Clean Criminal Record Check is required.
- Valid BC Driver's License is required.
- Diploma in Business Administration or Human Resources preferred.
- Experience of working with a First Nation communities is preferred.

Knowledge/skills/abilities

- Good verbal and written communication & interpersonal skills.
- Good organizational skills and attention to detail to achieve desired results.
- Maintain a high level of confidentiality in dealing with a variety of people and information.
- Possess strong computer skills using MS Office suits, PayWorks & Xyntax software.
- Reliability and dependability. Self-motivated and an ability to work independently.
- Good judgement and problem-solving skills must be always exercised.

Send cover letter and resume by via hand delivery, mail, or e-mail on or before April 30th 2024, to:
HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.