



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Human Resources Administrator
Department: Human Resources
Reports To: Director of Human Resources

Responsible for the day to day administrative duties of the Human Resources Department. Individual must be highly motivated and able to work independently or with a team.

Duties and Responsibilities

- Maintain Personnel and Attendance files.
- Ability to record minutes during meetings.
- Responsible for the Interview process - set up Job Interviews, reference checks, employee orientation.
- Collect references/criminal record checks/child abuse registry/drivers' abstracts when required.
- Assist employees with benefits responsibilities.
- Answer phones, mail, faxing, filing, scanning.
- Assisting public or employees with inquiries.
- Prepare letters and memos.
- Ability to create and execute employee surveys.
- Assist in payroll duties.
- Assist other staff members when required.
- Assist in staff events.
- Other department related duties as required by the Director.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.

Qualifications

- Must have Grade 12 or equivalent;
- Diploma/Certificate in Office Administration or Human Resources would be an asset;
- Experience with various computer software such as MS Office, HRMS; and/or is willing to learn;
- Excellent oral and written communication skills;
- Must have good organizational skills;
- Ability to deal with the public;
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications/Resumes can be submitted to:

Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S-2M9

Or via email to:

jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, September 25, 2020 by 4:30PM AST

Thank you for your interest, however, only those selected for an interview will be contacted.