

SHOAL LAKE BAND NO. 40

P.O. Box 6, Kejick, ON P0X 1E0

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Job Opportunity Human Resource Administrator

Location: Shoal Lake No. 40 First Nation

Overall Role:

- The HR Administrator will provide services specific to employee records, bookkeeping and administrative support to Shoal Lake 40 First Nation.
- The HR Administrator will provide HR administrative support to the Chief & Council, management and staff of Shoal Lake 40 First Nation.
- The HR Administrator will ensure quality and efficient administrative management and systems.

General Duties include:

- Payroll Administration, including bi-weekly payroll submissions, month and year end reconciliations, benefit, and pension plan administration,
- Maintenance of employee records including tracking of attendance, leave requests/authorizations, etc.
- Preparation of correspondence, reports, presentations, and other documents.

Specific Duties include:

- Responsible for recruitment by scheduling interviews, conducting references, processing background checks and tracking processes.
- Maintain confidential department files to include personnel files, worker's compensation, unemployment compensation, and benefit files.
- Preparation of correspondence, reports, presentations, and other documents.
- Preparation of finance reports when requested.
- Benefit and health plan administration/office administration,
- Assist with audit preparation,
- Other duties as assigned by the Band Manager.

Skills & Qualifications:

- a) Post-Secondary degree or diploma is preferred. Equivalent work experience would be considered.
- b) Strong analytical and quantitative skills.
- c) Ability to collaborate effectively with other staff, community members and organizations.
- d) Knowledge of Anishinaabe language, culture, traditions and local community is preferred.
- e) Valid driver's license.

Salary is commensurate with experience and negotiable. Full benefits package available.

Please submit resume and cover letter and three professional references. Applications will be accepted until Friday, January 20, 2023 at 4:00 pm.

PLEASE SUBMIT APPLICATION BY E-MAIL or IN PERSON to:

Shoal Lake 40 First Nation. Attention: First Nation Manager

Email: vfair3940@gmail.com

Applicants selected for an interview will be contacted.