

Recruitment & Administrative Officer

Employer: Ketegaunseebee Garden River First Nation

Posted: 15 months ago

ES Job ID: 14316

Sector(s): Office & Administration

Salary: 24.09

Closing Date: June 02, 2023

Location: Garden River

Duration: N/A

Job Description:

Position: RECRUITMENT & ADMINISTRATIVE OFFICER

Hourly Range: \$24.09 - \$26.56 (Pending Education & Experience)

Location: ADMINISTRATION OFFICE, 7 SHINGWAUK STREET

Report to: MANAGER, HUMAN RESOURCES

Under the direction of the Human Resource Manager, the Recruitment and Administrative Officer (RAO) in a confidential capacity oversees recruitment services and general administrative services to the Human Resources Department. The RAO develops, maintains, and facilitates recruitment and administrative processes and procedures.

Duties

- Facilitating the full-cycle recruitment process, including the review of staffing requisitions, creation of job postings, screening of candidates, the organization and execution of interviews and employment offer process;
- Preparing job postings, advertisements and interview packages in compliance with the Human Resources Policy & Procedures Manual;
- Contacting references and performs credentials checks of candidates, obtaining certificates and records;
- Managing confidential employee files, communicate with managers when content is missing, update when required;
- Providing reports to managers identifying trends and patterns within department;
- Preparing letters for management related to various functions of Human Resources (e.g. employee discipline, etc.);
- Preparing acknowledgement letters and certificates for employee recognition of service, attendance, and other awards;
- Advising managers when performance appraisals are due, especially noting probationary period appraisal due dates;
- Participate in Human Resource and/or other meetings taking minutes and develop draft reports as instructed;
- Conducting research regarding changes to legislation, and other Human Resources matters;
- Performing other duties as may be required or assigned;

Required Skills:

- Required, Diploma/Degree in Human Resource Management or Business Administration;
- Required two - years related experience in Human Resources;
- Stamina, sensitivity, and strong negotiation and advocacy skills;
- Ability to use good judgement in assessing difficult situations;
- Flexibility to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;

- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Must undergo a criminal record check prior to employment (At Applicant Expense)

How to Apply:

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded
Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:
June 02nd, 2023 @ 12:00pm(Noon). Please address the envelope and/or email \"RAO - 2023 - 66\" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

The RAO functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.