

Recruitment/Administrative Officer

Employer: Ketegaunseebee Garden River First Nation

Posted: 1 months ago

ES Job ID: 15353

Sector(s): Office & Administration

Salary: 24.09

Closing Date: March 28, 2024

Location: Garden River

Duration: Full Time

Job Description:

Position: Recruitment/Administrative Officer

Starting Wage: \$24.09 - \$26.56 (Pending Qualifications)

Location: 7 Shingwauk Street, Garden River

Report to: Manager, Human Resources

Duration: Full Time Permanent

OVERVIEW

The Recruitment/Administrative Officer (RAO) works in a confidential capacity overseeing recruitment services and general administrative services to the Human Resources Department. The RAO develops, maintains, and facilitates recruitment processes.

ORGANIZATIONAL RESPONSIBILITIES:

- 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;
- Participating in performance appraisals and team building activities;
- Performing other duties as may be required or assigned

Required Skills:

- Required a two-year college diploma in Business Administration or in a related field, or an equivalent amount of experience/education as deemed appropriate by GRFN;
- Stamina, sensitivity and strong negotiation and advocacy skills;
- Required 2 years proven experience within an HR Field;

- Ability to use good judgment in assessing difficult situations;
- 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 Scale software, MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Must undergo a criminal records check prior to employment (At Applicants' Expense)

How to Apply:

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: March 28, 2024 @ 4:00pm. Please address the envelope and/or email \"RAO-2024-18\" and submit to:
Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org
Fax: 1-705-945-1415

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. GRFN offers 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. SELF-IDENTIFICATION IS ENCOURAGED.

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