



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TR'ONDĚK HWĚCH'IN CITIZENS

HR ADMINISTRATOR – Permanent Full-Time

CHIEF ISAAC GROUP OF COMPANIES

Posting Date: August 8, 2022

Standard Hours Bi-Weekly: 30

Start Date: Immediately

Wage: Dependent on experience

CLOSING DATE: Open until filled

This is a position that reports directly to the Office Manager. This position is expected to be able to communicate openly and effectively with team members. The human resource function is expected to provide support in developing, improving and implementing organizational policies and procedures as they relate to human resources to ensure effective management of our most valuable assets – our people.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide.

ESSENTIAL QUALIFICATIONS:

- Diploma in Human Resources, Office Administration, **or** related experience in HR and providing administrative support to senior level management, **or** a willingness to be trained;
- Solid understanding of current territorial and federal labour laws and regulations;
- Good working knowledge of Tr'onděk Hwěch'in social structure, culture and traditions;
- Experience in undertaking research and preparing executive summaries;
- Proficiency in modern business computer software programs, specifically all components of MS Office including, Word, Excel, Outlook, PowerPoint, Publisher, etc.;
- Experience in developing and implementing data/info management systems and procedures.

ASSETS:

- Ability and willingness to communicate openly and be transparent;
- Ability to resolve conflicts and foster unity;
- Ability to work effectively as part of a team;
- Ability to establish and maintain effective, professional working relationships with all levels of staff, Citizens, external organizations and the general public;

CONDITIONS OF EMPLOYMENT:

- Criminal Records Check with Vulnerable Sector Screening.

A DETAILED JOB DESCRIPTION IS AVAILABLE UPON REQUEST

Please email applications or requests for more information to hr@chiefisaac.ca or stop by our office at 2nd & Albert for more details.

**As a Tr'onděk Hwěch'in First Nation owned for-profit business,
our mandate is to deliver returns to our shareholders.
Wherever possible, our first preference for hiring shall be given to our qualified Citizens.
We thank all that apply but only those selected for further consideration will be contacted.**