



Sioux Valley Dakota Nation

Employment Opportunity

HR Benefits & HRMIS Administrator

Self Governance

Full-Time, Permanent

Position Summary: The HR Benefits & HRMIS Administrator is to be responsible for the planning and administration of Sioux Valley Dakota Nation's (SVDN) employee benefit program. The individual's duties will include analyzing the efficiency of our HR management system.

Position Duties:

- Coordinate daily benefits processing, including enrollments, transfers, terminations, & claims
- Advise and inform employees of the details of the SVDN benefit program
- Resolve benefit-related issues in a timely manner
- Collaborate with payroll and ensure that the employer contributions and payroll deductions are processed accurately and in a timely manner
- Maintain reports, and documentation in accordance with federal regulations
- Collaborating with various stakeholders in the organization to determine HRMIS needs
- Creating user accounts, managing access, and updating employee information
- Recording and securely storing HR metrics, and employee performance data
- Assist with recruitment related activities
- File paperwork as required in a timely manner
- Other duties as assigned

Qualifications:

- Minimum of a High School Diploma, Mature Grade 12, or G.E.D. Equivalency
- An equivalent combination of education and experience may be considered
- Must be Proficient in working with computers & Microsoft Office (Word, Excel, etc.)
- Able to work efficiently as a part of a team as well as independently
- Excellent organizational, time management and prioritizing skills
- Attention to detail in all areas of work
- High level of personal integrity and confidentiality
- Valid Class 5 Manitoba driver's license and access to a reliable vehicle

Submit Cover letter and Resume indicating Competition Number: **2023133**

Human Resources Department

Sioux Valley Dakota Nation

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This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email hrapplcations@svdngovernance.com to request a copy.