

WE'RE HIRING:

HR ASSISTANT



MAKOOSE C. GAMIK INC.

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

POSITION SUMMARY

We are looking for an HR Assistant to perform a variety of administrative and recruitment tasks. The HR Assistant must possess excellent organizational skills, strong time management, ability to follow directions, and must have attention to detail. This individual will support the HR department such as managing various inquiries, filing, posting jobs, on-boarding, presenting at orientations, entering data/updating/maintaining the HR Information System (HRIS), complete required HR statistical surveys, and other administrative/recruitment duties. Ultimately, this individual will gain HR administrative experience in a fast-paced work environment by supporting the HR team. This individual will report to the HR Director.

QUALIFICATIONS

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma is required;
- Post-Secondary or equivalent diploma/undergraduate degree in Human Resources discipline or related field or a combination of experience and/or education may be considered;
- Minimum 2-3 years previous experience in an administrative support position required, with HR experience preferred;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

Please submit your cover letter & resume to:

Makoose C. Gamik Inc.
Head Office Mailing Address
Box 337, Portage La Prairie, MB R1N 3B7
E-mail: hr@makoosecgi.org

COMPETITION NUMBER: 2024-23

Close Date: July 31, 2024, by 4:00 p.m.

