



Sioux Valley Dakota Nation
Employment Opportunity
HR Administrative Assistant
Self Governance
Full-time, Permanent

POSITION SUMMARY: We are looking for an HR Administrative Assistant to perform a variety of administrative tasks. This individual 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 in duties such as managing various inquiries, filing, posting jobs, and other administrative duties. Ultimately, this individual will gain HR administrative experience in a fast-paced work environment by supporting the HR team with their tasks.

DUTIES INCLUDE:

- Assist with recruitment related activities
- Prepare and forward employment ads, in proper formats, to appropriate platforms of advertising
- Collects and tracks resumes on all platforms
- Answer/processes inquiries regarding employment ads
- Sets up interviews based on information gathered from the supervisor
- Prepares interview questions (liaise with related departments as necessary)
- Organizes competition files post interviews, retaining necessary information as per FOIP
- Prepares correspondence as assigned by HR team
- Assist with records management
- Assist with photocopying and other related clerical duties as assigned
- Create and maintain personnel files
- File paperwork as required, and it must be done in a timely manner
- Assist with set-up for training events
- Assist with answering phone calls and patrons entering the building
- Other duties as assigned

QUALIFICATIONS:

- Minimum of a High School Diploma, Mature Grade 12, or G.E.D. Equivalency
- Office or Business Administration Certificate or Diploma an asset
- An equivalent combination of education and experience may be considered
- Effective communication skills with individuals at all levels of the organization
- Must be Proficient in working with computers & Microsoft Office (Word, Excel, E-mail, etc.)
- Able to work efficiently as a part of a team as well as independently
- Able to work well under pressure and meet set deadlines in a timely manner
- Excellent organizational, time management and prioritizing skills
- Attention to detail in all areas of work
- High level of personal integrity and confidentiality
- Strong work ethic, self starter, confident, and consistent
- Valid driver's license and access to a reliable vehicle
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

Competition Number: 202277

APPLICATION DEADLINE: Monday, July 11, 2022, at 4:00 p.m.

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.