


**HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

	Department	Administration
	Immediate Supervisor	Human Resources Supervisor
	Location	Wikwemikong
	Salary Range	In Accordance to Salary Grid

General Description

Reporting to the Human Resources Supervisor, the Human Resources Administrative Assistant (HRAA) is primarily responsible for providing administrative support to the Human Resources Department. The HRAA will be required to both take direction and work intuitively to support the completion of the department's goals and objectives. The HRAA will work in a professionally and culturally appropriate manner that is consistent and cognizant of the KGCFS philosophy and local Anishinabek customs and traditions.

Duties and Responsibilities

- Provides administrative and works cooperatively with team members to support completing the Human Resource Department work plan and actively participates in the department's strategic planning sessions.
- Assists with drafting employee correspondence, such as letters of offer, employment agreements, memorandums and other correspondence as required.
- Assists with assembling material for orientation sessions for all new employees, and ensures that required employee information is obtained and secured within the employee's personnel file.
- Prepares financial, expenditures and payment authorization forms, and administrative documents for authorization by the Supervisor, such as invoices, purchase orders, etc.
- Operates office equipment such as computers, fax machines, photocopiers, voice mail messaging systems and computer scanning equipment to complete department tasks.
- Ensures that all original and required employee correspondence is maintained in the personnel files and provides regular documentation audits for the Personnel Files, including renewals for CPIC-VSS, and Driver's Abstracts, Performance Appraisals, Employment Agreements, Job Descriptions, Disciplinary, Salary Documentation and other required documentation.
- Completes internal and external correspondence, legal documents, form letters and other documents, and distributes them as directed.
- Prepares and maintains meeting agendas, records and distributes meeting minutes.
- Maintains and provides reports to supervisors for probationary ending periods and annual performance appraisals due dates.
- Assists the Human Resources Supervisor in preparation of Board of Directors briefing notes/recommendations as required. These may consist of recommendations for Board approval of new job descriptions, postings, evaluations, cultural initiatives, disciplinary action, and various staffing reports/updates.

- Provides administrative support to ensure Health and Safety compliance and initiatives of the employer are met as required in the Occupational Health and Safety Act.
- Liaising with the Human Resources Supervisor on all human resource matters.
- Liaising with Finance Department to ensure Payroll's timely implementation of all agreed employee compensation, including any approved Salary Adjustments documents.
- Assists with the coordination of Human Resources training activities.
- Assists with communication and planning to all staff as required.
- Works closely in conjunction with the Pension and Benefit providers to ensure enrolment and de-enrolment documentation is accurately maintained.
- Completion of monthly, quarterly and annual reports to the Human Resources Supervisor.
- Administratively support to the Finance Department to ensure the completion of all required internal and external Pensions and Benefits reports.
- Assist with gathering data for completion of various staffing reports to the Board as required.
- Enrolls in administrative and professional development activities.
- Ensure that the strictest of confidentiality is maintained at all times.
- Understands and adheres to all Agency policies and procedures.

Qualifications

- An accredited college diploma in Business Administration or related discipline.
- Minimum of 2 years' experience in relevant administrative position in a First Nations social service agency.
- Previous experience in the delivery of human resource is an asset.
- Ability to speak Anishinabemowin is preferred and is a definite asset.

Knowledge, Skills and Abilities

- Understanding and awareness Aboriginal Child Welfare sector is preferred
- Must be willing to participate in the activities, events and circles for the acquisition of cultural competence.
- Knowledge of the Kina Gbezhgomi Child and Family Services Personnel Policies and Procedures
- Knowledge of human resources administration in a 90+ employee sized organization
- Awareness and understanding of Pension and Benefits Plans is an asset
- Understanding of financial knowledge and procedures
- Strong communication skills, including written, verbal, and presentation
- Understanding and awareness of a First Nations employment environment
- Ability to work flexible hours as required
- Must be proficient in the use of Word Processing, Database, Spreadsheet and E-mail applications.
- Knowledge of KGCFs member First Nation communities as well as the local customs and traditions
- Must possess a valid driver's license, access to a vehicle, and be willing to travel
- Must provide a clear Criminal Records Check, including a Vulnerable Sector Screening and Driver's Abstract.

Working Conditions

- Human Resources Administrative Assistant works in an office environment
- Human Resources Administrative Assistant usually works a standard 35-hour work week, however, the ability to work flexible hours may be required.
- Intermittent travel will be required to liaise with employees in other office locations, to attend meetings and deliver training sessions.
- Given the traditional practices of the Anishinabek, from time to time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

<hr/> Employee Signature <hr/> Printed Name Date I certify that I have read, understand, and agree to the responsibilities assigned to the position.	<hr/> Supervisor's Title <hr/> Supervisor's Signature Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Department Manager Date I approve the delegation of responsibilities outlined herein within the context of the attached Organizational structure.	