



EMPLOYMENT OPPORTUNITY

Human Resources Administrative Assistant Internal and External Competition

Full-time, Permanent Position

Ottawa or Akwesasne Office or hybrid

Deadline for applications: August 25, 2023 (or until filled)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view. FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships.

FNIGC is responsible for a wide range of work. In collaboration with our regional partners, FNIGC supports First Nations communities by contributing directly to building data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge translation and dissemination activities, offers education and training, and promotes the advancement of the First Nations principles of OCAP®.

Critically, FNIGC and our regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that rights-holding First Nations can use, via our governance, to assert sovereignty over their data and information.

The successful candidate will be eligible for flexible work hours, hybrid work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

About the Role

Reporting to the Human Resources Manager, the Human Resources Administrative Assistant is responsible for providing transactional HR support. They will assist with administrative functions in the areas of recruitment and selection, orientation and training, payroll, health and safety and other areas as directed. Clerical work will include filing of correspondence, invoices, expense claims, receipts and other records. Other duties involve maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports.

1. Human Resources Administration

- a) Supports Human Resource Manager with all transactional HR functions which includes scheduling of meetings and interviews with candidates and hiring managers.
- b) Updates and maintains the organizational chart.
- c) Responds to internal Human Resources related inquiries from employees and department managers as required.
- d) Distributes HR policies, procedures and memorandums to the appropriate individuals or departments across the organization.
- e) Creates general forms and drafts letters, reports, and memos as necessary.
- f) Assists with the collection of signed acknowledgements re: human resources policy and procedures.
- g) Helps to ensure organization wide compliance with policies, procedures and applicable regulations.
- h) Assists with employee orientation and assigning of training (HR Downloads).
- i) Assists Human Resources Manager with training program development and tracks employee attendance.
- j) Photocopies and scan documents as necessary.
- k) Maintains accurate and appropriate filing of correspondence, invoices and receipts.
- l) Locates filed materials upon request, ensuring that materials are given only to authorized parties.
- m) Receives and distributes all forms of Human Resources communications which may include sending documents for translation when required.
- n) Assists with regular research and compliance initiatives regarding Human Resources issues as required.

2. Recruiting & Onboarding

- a) Posts employment opportunities on job boards and other recruiting sites as directed by the Human Resources Manager as required.
- b) Provides writing assignments for job applicants.
- c) Assists with onboarding activities as required.

3. Health & Safety

- a) Attends and takes meeting notes from the health and safety committee meetings.
- b) Assigns online health and safety training courses for employees and managers.
- c) Actively promotes safety throughout the organization.

4. Payroll & Benefits Administration

- a) Assists with collection of payroll related information including (student) timesheets, for the Human Resources Manager to review prior to delivering it to the finance department, as required.
- b) Assists with scheduling employee benefit meetings and the dissemination of materials.
- c) Assists with payroll and benefits administration as required.

5. HR Records

- a) Organizes, maintains, and coordinates office records and files in their proper locations.
- b) Uses standardized filing methods and procedures, e.g. alphabetical, numerical.
- c) Keeps accurate and complete records and forms of filed items.
- d) Creates new files and records and adds new materials as necessary.
- e) Eliminates unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance / legal guidelines.
- f) Archives files in accordance with legal requirements and purge outdated materials.

Job Requirements

1. Experience handling confidential business matters and information with tact and discretion
2. Excellent organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines
3. Strong administrative skills including record-keeping, note-taking, correspondence, proof-reading, document updating, file-management
4. Ability to work independently and in a team environment
5. Strong verbal and written communication skills
6. Excellent interpersonal skills and ability to develop positive working relationships both internally and externally
7. Detail-oriented and able to work with a high degree of accuracy
8. Knowledge of human resources systems and databases
9. Full working knowledge of corporate office policies and procedures
10. Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Internet
11. Ability to work in a fast-paced environment and handle a number of issues simultaneously

Education and Experience

1. A minimum of 1 to 3 years of progressively related work experience
2. College diploma in human resources or related field, or an equivalent combination of education and recent relevant work experience
3. Knowledge of provincial employment legislation in Ontario and other jurisdictions, as required, and HR Best Practices
4. Working towards a Certified Human Resources Professional (CHRP) or Certified Indigenous Human Resources Professional (CIHRP) or similar designation is preferred with membership in good standing with the professional association
5. Experience working with First Nations and with non-profit organizations would be an asset
6. First Nations lived experience is an asset
7. Bilingualism is an asset

Application Information

We invite qualified candidates to send their *résumé* and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by August 25, 2023, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

To learn more about other FNIGC career opportunities please visit www.fnigc.ca