



EMPLOYMENT OPPORTUNITY

Human Resources Administrative Assistant Internal and External Competition

**Full-time, Permanent Position
Hybrid (Ottawa or Akwesasne Office)
Deadline for applications: May 27, 2024 (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 Senior Manager, Human Resources, the Human Resources Administrative Assistant provides transactional HR support. They will assist with administration, recruitment, orientation and training, payroll, health and safety and other areas as directed. Clerical work will include filing correspondence, invoices, expense claims, receipts, and other records. Other duties involve maintaining accurate, up-to-date HR filing systems and personnel records and drafting administrative reports. The incumbent works closely with the Human Resources Coordinator. Other duties will be assigned as necessary.

1. Human Resources Administration

- a) Supports the Senior Manager, Human Resources with all transactional HR functions, including scheduling meetings and interviews with candidates and hiring managers.
- b) Updates and maintains the organizational chart and other related employee lists.
- c) Responds to internal Human Resources inquiries from employees and managers as required.
- d) Distributes HR policies, procedures and memorandums to the appropriate individuals or directorates across the organization.
- e) Creates general forms and drafts letters, reports, and memos as necessary.
- f) Assists with collecting signed acknowledgements regarding 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 (i.e. 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 includes sending documents for translation as required.
- n) Assists with regular research and compliance initiatives regarding Human Resources issues as required.

2. Recruitment & Onboarding

- a) Posts employment opportunities on job boards and other recruiting sites 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 collecting payroll-related information, including (student) timesheets, and delivering it to the finance department, as required.
- b) Assists with scheduling employee benefits 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 and 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 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. Knowledge and understanding of issues facing First Nations locally, regionally, and nationally is required.
2. Experience handling confidential business matters and information tactfully and with discretion.
3. Good organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.

4. Strong administrative skills, including record-keeping, note-taking, correspondence, proofreading, document updating, and file management.
5. Ability to work independently and in a team environment.
6. Strong verbal and written communication skills.
7. Excellent interpersonal skills and ability to develop positive internal and external working relationships.
8. Detail-oriented and able to work with a high degree of accuracy.
9. Knowledge of corporate office policies and procedures.
10. Advanced knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Internet, calendar management and establishing recurring tasks/reminders. Knowledge of human resources databases and SharePoint is an asset.
11. Ability to work in a fast-paced environment and handle a number of tasks simultaneously.

Experience and Education

1. College diploma in business administration, human resources, project management, or equivalent and recent relevant work experience.
2. A minimum of 2 years' experience as an Administrative Assistant or an equivalent combination of education and experience.
3. Experience working with First Nations and non-profit organizations would be an asset.
4. First Nations lived experience is an asset.
5. English is the working language, although the ability to communicate effectively in any Indigenous language or French would also be 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 May 27, 2024, 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. We will work with you if you require accommodation 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