



Bigstone Cree Nation Education Authority Employment Opportunity

Human Resources Administrative Assistant

Bigstone Cree Nation Education Authority is seeking a highly motivated independent person to fill the position of a **Human Resources Administrative Assistant**. This person must have strong organizational, interpersonal, verbal and written communication skills. The incumbent will be required to perform an array of administrative duties for the Human Resources Department including; organizing and scheduling meetings and events. Data management responsibilities such as data entry, digitizing files and generating reports. The Human Resources Administrative Assistant will be accountable for drafting, reviewing and editing sensitive correspondence for the management team.

Responsibilities:

- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Help to ensure personnel records for all employees are up-to-date at all times which includes: organization, management and compliance with requirements and policy.
- Organize activities associated with staff recruitment ie: job postings, interview packages and set up, exit interviews
- Assisting with the development of Human Resources templates, letters, memoranda, documents, policies and presentations.
- Keep up to date with the latest HR trends and best practice;
- Advise senior management and employees on all HR and Safety matters;
- Coordination of Human Resources information with Finance
- Assist with monitoring of employee leaves and absences
- Maintaining the Human Resources Data management system
- Other duties as required.

Qualifications:

- Diploma in business administration, office administration or a relevant discipline preferred.
- One or two years experience as an administrative assistant or executive assistant is preferred.
- Previous experience handling confidential or sensitive information; knowledge of applicable data and privacy laws.
- Computer and data entry skills required
- Must have a class 5 Drivers License
- Knowledge of and/or willingness to learn about the Cree Culture is essential. As an employee in the organization, you will model the intent of Bigstone Education Authorities commitment to education and the core values of the Sakaw cree

Closing Date: Friday, January 26, 2024

Salary and Benefits: Salary grid based on years experience in a relevant field of work and there is also a comprehensive benefits package.

Please submit cover letter, resume, criminal record check, vulnerable sector, child youth intervention check and 3 work related references in confidence to:

Tammy Day - Human Resources
Email: tammy.day@bigstoneeducation.ca
Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0
Fax: 780-891-2178
Or drop off in person at: Suite #8 - 911 Mistassiniy Road S

Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.