



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Title: Auxiliary Human Resources Administrator

CLOSING DATE: July 31, 2019

DEPARTMENT: Finance & HR

STATUS: Full Time – On Call

SALARY: C/TFN Wage Scale Level \$23.73-\$35.63 (depending on education and experience)

JOB SUMMARY

As a member of our Human Resource team, the successful candidate is responsible for assisting C/TFN Human Resources Manager and/ or Finance to assist C/TFN staff and citizens and process paper work to HR files. The HR Administrative Assistant networks with C/TFN Department Directors, managers, coordinators, supervisors & administrators; contributes to the formation and review of policies and programs related to human resources and other related duties as requested. Process, review & improvement as well as relationship building are major components of this position.

QUALIFICATIONS

- Relevant Degree or Diploma, preferably with coursework in Human Resources Management
- Must communicate effectively, both written and oral;
- Experience with file management.
- Experience with participating in multidisciplinary teams.
- Knowledge of C/TFN governance, culture, traditions, goals and objectives.

CONDITION OF EMPLOYMENT

- May experience stress, meeting deadlines and handling heavy workloads.
- Dealing with constant interruptions and high levels of regular/irregular critical deadlines.
- Located in an office environment.
- May experience eye strain, back pain from working with computers.

An eligibility list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903

Email: humanresources@ctfn.ca