



PO Box 130. Carcross, Yukon Y0B 1B0

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[www.CTFN.ca](http://www.CTFN.ca)

## Employment Opportunity



**Job Title:** Human Resources Assistant

**Department:** Human Resources

**Salary:** \$34.72 - \$43.93 /hr

**Closing Date:** July 8, 2026

### Your Role

The Human Resources Assistant provides administrative and coordination support to the Human Resources department. Reporting to the Director of Human Resources, this role maintains employee records, supports HR systems, administers benefits, and assists with recruitment and onboarding.

This position helps ensure accuracy, confidentiality, and compliance across HR operations while supporting responsive HR services for staff, Citizens, and leadership.

### Key Responsibilities

- Act as the first point of contact for general HR inquiries.
- Maintain employee records (physical and digital) in accordance with privacy and records management requirements.
- Maintain and update HRMS data, and conduct regular audits to ensure accuracy.
- Administer group benefits and pension programs, including enrolments, changes, and terminations.

- Support recruitment processes, including job postings, interview coordination, and reference checks.
- Coordinate onboarding and offboarding processes, including required documentation and file management.
- Maintain HR forms, templates, and internal documentation.
- Support HR reporting and administrative processes as required.

### **Essential Qualifications**

- Post-secondary education in Human Resources, Business Administration, or a related field is preferred.
- Minimum of 2 years of experience in HR administration.
- Working knowledge of employment legislation, including the Canada Labour Code, is an asset.
- Strong attention to detail and ability to manage confidential information with discretion.
- Strong organizational, communication, and computer skills, including experience with HRMS systems.
- Ability to build positive working relationships and demonstrate cultural respect and alignment with C/TFN values.

### **Conditions of Employment**

- Criminal Record Check
- Valid Yukon driver's license
- Verification of education/credentials

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## **Competitive Pay, Career Growth & More**

We offer a comprehensive compensation package, including competitive salaries, paid health benefits, and generous RRSP contributions. A gas stipend is also available for employees who live more than 25 km from Carcross.

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We encourage all qualified candidates to apply. Preference will be given to C/TFN Citizens, associate members, and Indigenous candidates.

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates who are selected for further consideration will be based solely on the information provided in your resume. C/TFN does not provide relocation costs.

**Applications/resumes must be received by 11:59pm on the closing date and can be emailed to [erica.couch@ctfn.ca](mailto:erica.couch@ctfn.ca) with the competition number and name in the subject line.**

Please note that only those selected for further consideration will be contacted.