



JOB DESCRIPTION

Position Title:	Human Resources Assistant	Department:	Administration
FTE/STATUS:	SASET Contract	Salary Range:	
Office Hours:	Mon.-Fri., 8:30am - 4:30pm	Effective Date:	ASAP

Position Summary:

Under the direction of the Senior Human Resources Manager the HR Assistant is responsible for administration of the HR function in areas such as Recruitment, Funding, New Hire Orientation and File Management. This position will assist with implementing better structure and process within the various areas of Human Resources.

This position is an excellent opportunity for someone who is business minded and interested in a career in Recruitment or Human Resources.

1 year contract/ 35 hours per week/ up to \$20 per hour

Please note: This position is only open to those who identify as Indigenous. Your work status must be unemployed or underemployed to be considered.

Required Qualifications / Education / Experience / Skills:

- Diploma in Human Resources, Business or similar is required. However, consideration will be given to those with a combination of relevant experience and education
- HR Certification would be an asset
- Minimum of 1 year work experience in an Administrative role dealing with confidential information.
- Preference will be given to candidates who have working experience within the Human Resources profession.
- A desire to learn
- A keen interest in the HR profession is a must
- Intermediate computer literacy skills in Excel, MS Word and other databases.
- Ability to meet deadlines and handle multiple tasks and changing priorities
- Highly motivated and has strong interpersonal and people skills.
- Possesses strong ethical standard and work ethic.
- Ability to work in an environment with changing priorities
- Excellent verbal and written communication skills.
- Ability to maintain Confidentiality and abide by Cheam First Nations' Policies and Procedures.
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Valid BC Driver's License and reliable transportation
- Satisfactory Criminal Record Check.

Duties and Responsibilities:

- Recruitment and Selection:
 - Post job descriptions on various recruitment boards
 - Manage job boards
 - Coordinate interviews
 - Participate in interviews where appropriate
 - Gather documents required for employment.

- New Employee Orientation/ Onboarding
 - Assist in the creation and implementation of the onboarding plan
 - Ensure all new hire paperwork is completed, signed and uploaded into the database to meet payroll deadlines

- Employee Records/ Database Project/ Funding
 - Organize, file and upload employee documentation into the database starting with current employees.
 - Research and develop a database of funding providers for employment and training initiatives.
 - Complete paperwork for funding initiatives

- Other duties or responsibilities as assigned by your Manager

Reports To:

- Senior Human Resources Manager

Direct Reports:

- N/A

Back Up:

From time to time you may be required to provide relief or back up to other employees within your department, or within other departments as your training and experience deems appropriate.

Adjustments to Job Descriptions:

Cheam retains the right to make necessary adjustments or amendments to job descriptions to meet current or expected business needs provided that the appropriate notice is provided. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

Signatures:

I have read, understand and agree with this position description. I also understand that this is intended to function as a general job description and cannot include all aspects of the position.

If I, at any time have any questions regarding my role, assigned duties or other job functions; I know that I can speak directly to my supervisor.

Employee Name

Signature

Date