

# Nisga'a Lisims Government

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## JOB POSTING

**POSTED:** October 19, 2012

**CLOSES:** November 2, 2012

**POSITION:** Human Resources Assistant  
**SALARY RANGE:** Commensurate with Qualifications and Experience  
**SUPERVISOR:** Human Resources Manager  
**HOURS:** 35 hours per week  
**TERM:** Full time Permanent  
**LOCATION:** New Aiyansh

### JOB SUMMARY:

Provide confidential administrative and clerical support to the Human Resources department.

### DUTIES:

- Various administrative tasks as assigned by and under the direction of the Manager;
- Prepare correspondence including: letters, memos, job postings, recruitment materials, etc.
- Create and update departmental forms and documents;
- Communicate with internal and external clients via telephone, fax, email and in-person;
- Receive, distribute and track incoming and outgoing mail/fax correspondence;
- Prepare and organize meeting/interview materials and facilities;
- Book travel/accommodation and prepare itineraries;
- Maintain filing systems and secure confidential/sensitive materials;
- Prepare purchase orders, expense claims and related documents;
- Order supplies and maintain inventory;
- Assist with creating and editing policy;
- Assist with reporting, training, orientation and other HR department initiatives;
- Other general office duties.

### EDUCATION, OCCUPATIONAL CERTIFICATION and EXPERIENCE:

- Post Secondary education in Business or Human Resources Administration plus 2 years experience preferred.
- CHRP designation or willingness/eligibility to obtain is an asset.
- A minimum of Grade 12 plus extensive experience in HR, Payroll, Benefits Administration, OHS or related discipline may also be considered.

### KNOWLEDGE/SKILLS / ABILITIES:

- Ability to maintain confidentiality is essential
- Proficient use of standard Microsoft Office applications is required, as is accurate and efficient keyboarding;
- Demonstrated familiarity and competency with computerized database systems is an asset;
- Excellent planning and organizational skills with attention to detail required;
- Excellent written, verbal and interpersonal communication skills required;
- Knowledge of the Canada Labour Code, related legislation, and HR best practices preferred;
- Familiarity with Nisga'a Culture and ability to speak and write the Nisga'a language is an asset.

### OTHER:

- 3 recent work related references will be required

Applicants are required to submit a resume with cover letter describing their qualifications and experience prior to 5:00 pm on **November 2, 2012**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**ALL RESUME PACKAGES MAY BE DIRECTED TO:** Nisga'a Lisims Government  
Attention: Human Resource Department  
P.O. BOX 231, NEW AIYANSH, B.C., V0J 1A0  
Fax Number: 250-633-2367  
Email: hrdept@niscga.net