



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Assistant to the Executive Director/HR Generalist
DEPARTMENT	Administration
SUPERVISOR	Executive Director
DATE POSTED	April 29, 2019
STATUS	Regular Full-Time
SALARY CLASSIFICATION	Level 7
CLOSING DATE	FRIDAY, MAY 10, 2019

Job Summary:

Reporting to the Executive Director, the Executive/Human Resources Assistant is responsible for providing a wide range of administrative support to the Executive Director, Council, and the Human Resources Generalist to ensure the effective and smooth flow of information and adherence to operational procedures and Human Resource matters. Confidentiality is imperative in this position.

Main Duties

- Provide direct support to the Executive Director, Operational Director, Human Resource Generalist and Council and promote efficient and effective operations of the Government office
- Assist Council with travel arrangements as requested and organizing meetings;
- Organize Councils' in-coming and out-going mail, and ensure that urgent correspondence or reports are distributed quickly and that follow-up action is carried out by staff in a timely manner;
- Prepare agendas from written drafts and from peoples' input;
- Prepare and assemble background information packages prior to meetings and ensure that minutes are distributed prior to meetings;
- Post Council meetings and schedule on the bulletin boards for the First Nation members within the community, with the date, time and location;
- Attend meetings for the purpose of recording, revising and editing minutes, as well as prepare and distribute final versions for approval;
- Assist with ensuring that follow up action is taken on leadership's decisions and is completed on a timely basis;
- Follow up on requests for information and follow up on "BF" Bring Forward systems;
- Process correspondence, documents, and reports from written or dictated drafts or oral instructions, secure signatures on responses and forward to the appropriate agencies and personnel pending Council approval of contents;
- Maintain reading files and initiate, compile and input a variety of statistical data as required for generation of management information reports;
- Maintain Human Resource files – electronic and hard copy
- Draft Human Resource Documents in accordance with directions from the Human Resource Generalist
- Maintain a master file of current job postings and applications
- Contact job candidates and set up interview schedules
- Ensure the accurate and confidential maintenance of the Government's files including assemble and make recommendations for periodic purging of files and/or delegation to the closed category;
- Assist auditors and/or investigators as requested;
- Maintain the Government's appointments in accordance with operational priorities;

Qualifications

- Post-secondary administrative assistance training with an emphasis on computer and general office skills
- A minimum of two years of experience working in a similar position.
- Knowledge of the FNNND history, culture, demographics, goals and aspirations.
- Experience working in a First Nation environment/community.
- Ability to deal with potentially volatile/violent clients.
- Demonstrated ability to maintain confidentiality
- Excellent oral and written skills.
- Previous experience working in Human Resources would be an asset
- Ability to schedule appointments, daily reporting activities and prioritize in order to effectively carry out duties in a timely manner
- Excellent time management and organizational skills
- Good record keeping and reporting skills
- Ability to maintain strict confidentiality
- Thorough grounding in secretarial and administrative support theory
- Knowledge of computerized commitment and budgeting and report generation.
- Tact and diplomacy will be required in making referrals of complaints or requests for technical information.
- Ability to demonstrate conflict resolution skills and assist in crisis situations in a calm manner
- Ability to take initiative, work independently and meet deadlines

For a copy of the job description or to submit your Cover Letter and Resume, three professional references, including your most recent employer please contact:

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