



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-25-801-35

Position: HUMAN RESOURCES TECHNICIAN

Department: Human Resources and Capacity

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: March 19, 2025

Closing Date: UNTIL FILLED

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

If you are interested in a future career in Human Resources, this position is a good starting point to gain knowledge of the various functions within the Human Resources profession. Reporting to the Director of Human Resources and Capacity, you will support the operation of the Human Resources Department through providing a diverse range of Human Resources technical services. Your focus will be Benefits Administration. The position involves processing WorkSafe Yukon claims and providing administrative support for the recruitment function. You will support the Workplace committee by attending meetings and recording proceedings. You will also assist Citizens with creating resumes and cover letters for job applications.

THE PERSON

We are looking for someone who is willing to learn, is detail oriented and can maintain an extremely high level of confidentiality both on and off the job. Your ability to remain objective when dealing with family members, relatives and personal friends will be key to your success in this position. You must be able to separate personal issues from your performance at work. You bring the ability to develop positive working relationships throughout all levels of NND and with the community at large.

QUALIFICATIONS

Education is normally acquired through a Diploma in Business Administration, Human Resources or an equivalent combination of education and experience. The First Nation of Nacho Nyak Dun will support you in achieving your Certified Employee Benefits Specialist designation.

We are looking for someone who has at least two years of experience in a Human Resources Assistant and/or and Administrative Assistant role with an emphasis on employee relations. Experience working within a First Nations environment is necessary.

ANNUAL SALARY RANGE: \$ 70, 211.00 - \$ 92, 585.00 Annually [\$ 35.88 - \$ 47.32 /hr]
The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses
A/ Director, Human Resources & Capacity
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com
Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.