



huuayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Full Time Position: Human Resources Administrative Assistant

Location: Anacla Government Office (Bamfield, B.C.)

Authority Relationship: Reports to the Human Resources/Office Manager

Salary Range: \$37,500 – \$47,500

Position Summary: The Human Resources Assistant (HR) provides administrative and functional support to the Human Resources/Office Manager on all aspects of HFN human resources programs and services.

Key Accountabilities:

- Provides accurate and timely H.R. administrative support in the handling of a variety of tasks including written documentation, reports, records, filing, and databases.
- Ensures continued professional and technical knowledge by participating in educational opportunities and reading professional publications.
- Maintains confidentiality and neutrality at all times.
- Promotes a performance-focused environment in alignment with the HFN's values, culture, and business goals.

Job Duties:

- Maintains staffing information and human resources records – updates and organizes personnel files.
- Maintains human resources records such as new hires, transfers, terminations, changes in job classifications, salary increases, tracking employee performance data, vacation, sick, and personal time.
- Assists with the recruiting process and managing applicant data – posting jobs, organizes, and distributes resumes to appropriate interviewees, coordinating interviews and meetings, tracks data, manages communications, and generates reports.
- Assists with the onboarding process of new employees, by providing orientation information packets; gathering required information; obtaining signatures if needed.
- Assists in activities related to the selection/hiring of candidates, such as conducting reference checks.
- Assists in the monitoring and evaluation of the effectiveness of human resources programs.
- Arranges assigned meetings and takes minutes of meetings.
- Assists in researching resource material.
- Responsible for maintaining a database of employee's accruals of sick days, vacation, overtime, and other approved leaves.
- Provides timely support and assistance to the Human Resources Manager.
- Responsible for filling in as receptionist as needed.

Operational Requirements:

- Valid class 5 driver's licence.
- Some travel, including overnight and/or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, reference checks, and education/credential verification.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Minimum of grade 12 education; preference for certificate in Human Resources or Office Administration.
- Related experience in a human resources role, ideally in a First Nations environment.
- Excellent oral and written communication and presentation skills.
- Excellent organizational skills
- Strong computer skills in Microsoft Word, Teams, PowerPoint, Excel, Outlook and social media tools.
- Demonstrate flexibility and able to shift priorities as demands dictate.
- Knowledge of First Nations culture and protocol.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Human Resources Assistant Job Posting. Closing date for this position is March 19, 2021 at 4:00pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural, and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
 - Make sure your body language is sending the correct message
 - Provide responses in a timely manner; acknowledge request and provide timeline
 - Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other