

Employment Opportunity – Selkirk First Nation

Position:	Human Resource/OH&S Officer (Trainee)
Wage:	Level 5-6 - \$27.95 - \$36.80 (Depending on Experience)
Department:	Human Resources
Status:	Full-Time, 2-year term (with potential for permanent hire)
Closing Date:	September 15, 2020

Job Summary

Reporting to the Human Resource Director, this position participates in the delivery Human Resources services for Selkirk First Nation. Training will be provided to enable the successful candidate to become knowledgeable in all areas of Human Resources including recruitment and selection, policy and benefits administration, performance management, job description writing and classification, and dealing with staff relations issues. We are looking for an individual willing to commit to ongoing training and development towards the goal of full competency in Human Resources.

EDUCATION & EXPERIENCE

- Grade 12 with successful completion of at least one year of post-secondary education in Human Resources Management, Business Administration or 2 years of experience working in a Human Resources environment, preferably in a First Nation

Knowledge and Skills

- Knowledge of SFN history, culture, demographics, goals and aspirations
- Good interpersonal skills including a positive attitude and willingness to learn
- Excellent written and oral communications skills
- Microsoft Office (Word, Excel, Outlook)
- Possess well developed oral and written communication skills
- Ability to maintain strict confidentiality

Conditions of Employment:

Oath of Confidentiality, Oath of Intoxicants, Criminal Record Check

**** Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.**

Preference in hiring will be given to a citizen of Selkirk First Nation.

**For additional information or to submit your application,
please contact Dena Zavier, HR Consultant at hrdirector@selkirkfn.com.**