



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: HR Administrative Assistant **Wage:** Dependent on Experience
Department: Human Resource Department **Term:** 1-year-Potential for Permanent Full Time

Posting Date: January 9, 2018 **Closing Date:** January 23, 2018

SUMMARY:

This position will perform a range of duties supporting the HR department. Duties will include: first point of contact with employees and visitors, and clerical support. Present a positive and professional image of the organization when interacting with employees and visitors, at ALL times.

QUALIFICATIONS:

1. Ontario Secondary School Diploma OR GED;
2. Post-Secondary Certificate or Diploma in Office Administration, or related program;
3. Minimum of 2 years of employment experience in a similar capacity;
4. Must be willing to obtain Human Resource Management Certificate through on-line learning as a condition of employment;
5. Must be able to demonstrate ability using Word, Excel, and PowerPoint.

CONDITIONS OF EMPLOYMENT:

1. The successful candidate will submit a VS-CPIC within (1) year, prior to starting employment, at own expense.
2. Must be a Registered member of Oneida Nation of the Thames;
3. Must be in good standing with Employment & Training program, must have Social Insurance Number.

REQUIREMENTS:

1. Cover letter, resume, three (3) recent Supervisor references (names and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only candidates chosen for interviews will be contacted.**
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”