

## Human Resources Clerk (Contract Youth Employment Opportunity)

**Date of Posting:**  
 October 2, 2018

**Closing Date:**  
 October 19<sup>th</sup>, 2018

**Overview:**

Under the supervision of the Director of Operations the HR Clerk performs a variety of highly responsible, confidential, clerical and administrative duties for the Human Resources Department.

**Responsibilities:**

Assist with the human resources function within the organization by:

- Learn and adhere to all applicable company policies and procedures.
- Communicate with Supervisor regarding new hires and terminations.
- Filing and tracking of all paperwork as it pertains to personnel files.
- Initiate and maintain a variety of confidential, personnel files and records and to enter the accumulated information on various spreadsheets.
- Maintain a good working relationship with customers, vendors, co-workers, and management.
- Update HR bulletin boards with important notices and company information.
- Ability to provide employment verification information to requesting employers.
- Employee orientation and onboarding
- Assisting with employee relations and communication
- Update employee addresses/phone numbers.
- Prepare and issue ID cards.
- Assist with other clerical duties as assigned

This person will also support the day to day functions of the office, including:

- greeting visitors
- answering and directing calls
- maintain non-HR filing systems
- assist with data entry
- other admin duties

**Qualifications:**

- Competency in Microsoft Office, proficient written and verbal communications skills in the English language
- Demonstrated organizational skills.
- Demonstrated critical thinking and problem-solving skills
- Demonstrated information management skills
- Secondary School Diploma



**Salary:**

Salary to be confirmed and dependent upon incumbent's combined qualifications and experience.

**Application Procedure:**

Applications must include:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three (3) professional, community, and/or academic references.**
4. **This position is funded for youth ages 15-30 inclusive, who are on-reserve residents and are underemployed or unemployed**

**All application materials can be sent to the attention of: Patricia Greene at:**

[Patricia.Greene@snpolytechnic.com](mailto:Patricia.Greene@snpolytechnic.com)

By 4:00pm on October 19, 2018. No late applications will be accepted.

Please put "Human Resources Clerk" in the subject line.

Or

in a sealed envelope mailed or hand delivered, clearly marked "Human Resources Clerk" to: Six Nations Polytechnic Inc. 2160 Fourth Line Road, PO Box 700 Ohsweken, Ontario NOA 1M0