**As the Human Resources Assistant, you will serve as the central point of communication for the Human Resources team, providing high-quality administrative support to the Human Resources Manager and Shared Services. Additional responsibilities include assisting with workforce coordination and resource management to support the smooth operation of Shared Services.**

**Human Resources Assistant TOJ   
One (1) Fixed Term Position Available**

**The Human Resources Assistant shall possess the following skills: excellent communication skills, planning and organizing, problem solving as well as conflict resolution. In addition to these skills you must possess the following qualifications:**

**Qualifications:**

* **Diploma in Human Resources Management, Business/Office Administration, or a related discipline**
* **Minimum of one (1) years of Office Administration**

**If you have a strong desire to help promote and enhance GRETI’s workplace through policies, procedures and legislation adherence, tell us who you are by submitting the following:**

1. **Cover letter stating how you meet the demands of this position**
2. **Up to Date Resume highlighting your qualifications, and**
3. **Three (3) work related references (letters not required)**

**Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.**

**Mission Statement:** GRETI’s mission statement “Eyagoyadagenha – Helping the People” We create pathways to wellness and prosperity through employment and training.

**Applications may be submitted to: Human Resources, P.O Box 69, Sunrise Court, Ohsweken, Ontario N0A 1M0**

Applications may also be faxed and emailed to [**kristen@gretisn.org**](mailto:kristen@gretisn.org) or **Fax (519) 445-4777** this job posting will remain open until position is filled.

*GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential.* ***Due to the special program of Training on the Job (TOJ) eligibility criteria, preference will be given to Six Nations band members to provide services for the Six Nations community;*** *based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.*

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| **Job Title:** | Human Resources Assistant |
| **Location:** | Grand River Employment and Training Inc. (GRETI) |
| **Reports To:** | Human Resources Manager |

**A. PURPOSE**

The Human Resources Assistant is responsible for being the focal point of communication for the human resources team. The HR Assistant will be responsible for providing a consistently high standard of office administration support to the Human Resources Manager and Shared Services. Other responsibilities will include providing assistance to the organization to ensure the effective use of manpower and resources to assist in the smooth operation of Shared Services.

**B. CORE COMPETENCIES**

|  |  |
| --- | --- |
| * Accountability * Teamwork * Self-Motivated * Confidentiality | * Planning & Organization * Problem Solving * Conflict Resolution * Communication |

**C. QUALIFCATIONS**

The Human Resources Assistant shall posses a Diploma in Human Resources Management, Business/Office Administration, or a related discipline with a minimum of one (1) years of experience in Office Administration.

**Knowledge**

* Ability to respond appropriately in pressure situations
* High level of integrity, confidentially, & accountability
* Strong knowledge of office procedures & practices
* Knowledge of federal & provincial legislation & regulation as related to HR

**Skills**

* Strong work ethic & positive team attitude
* Sound analytical thinking, planning, & prioritization
* Computer proficiency with variety of software packages: Microsoft office (Outlook, Word, Excel, & Power point) & HRIS systems
* Strong problem identification & problem resolution skills

**FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAND RESOURCES at kristen@gretisn.org, please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.**