



**Human Resources Assistant(s)
Two (2) Fixed Term Position(s) Available
Salary Range: \$40,300-\$52,300**

Grand River Employment and Training Inc. (GRETI) is seeking two (2) Human Resource Assistant to serve as the central point of communication for the Human Resource team, providing high-quality administrative support to Human Resource Manager and Shared Services. Additional responsibilities include assisting with workforce coordination and resource manager to support the smooth operation of shared services.

The Human Resources Assistant(s) shall possess the following skills: Excellent communication skills, demonstrate high level of confidentiality, 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) year of experience in 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)

GRETI's mission statement "Eyagoyadagenha – Helping the People" We create pathways to wellness and prosperity through employment and training.

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. Only those selected for further consideration will be contacted

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 or **Fax (519) 445-4777**. Position is **open until filed**. Late applications will not be considered.

*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. **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.*



Job Title: Human Resources Assistant
Location: Grand River Employment and Training Inc. (GRETI)
Reports To: Human Resource 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
- ✚ Communication
- ✚ Critical Thinking
- ✚ Self-Motivated
- ✚ Confidentiality
- ✚ Planning and Organization
- ✚ Problem Solving

C. QUALIFICATIONS:

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

Knowledge

- ✚ Ability to respond appropriately in pressure situations
- ✚ High level of integrity, confidentiality, & 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 HUMAN RESOURCES at kristen@gretisn.org, please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.