



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Human Resource Clerk

Summary: Under the direct supervision of the Director of Human Resources, the Human Resources Clerk will be assigned primary responsibility for maintaining records, carrying out procedures, preparing a variety of complex documents, and/or effecting public contact which requires considerable knowledge of Human Resources procedures and policies.

Key Responsibilities are (but not limited to):

- Effectively assist the public and employees; answer general HR inquiries and determine how inquiries should be routed; direct public and employees to appropriate staff; answer routine questions; and distribute and explain forms, such as, employment applications
- Prepare, process and review a variety of documents such as applications and employee files for completeness, accuracy and submission standards
- Type a variety of documents in draft and final form, such as correspondence, forms; proofreads materials for correct grammar, spelling and punctuation
- Maintain employee and departmental files
- Assist in the recruitment process
- Maintain department supplies
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Perform any other duties required by HR Director and HR Sr Assistant

Qualifications:

- Grade 12 Diploma and/or 2 years' experience in Administration preferred but not required
- Proficient experience in MS Office
- Passionate about delivering authentic clientele service
- Strong working knowledge of communication principles and practices
- Operate a variety of office equipment including computer; related software, scanner, photocopiers, fax machines, and printers
- Understand and follow oral and written instructions
- Communicate effectively, both orally and in writing

Location: Lac Seul, ON
Term: Full-time position
Hours: 8:30 a.m. – 4:30 p.m., 35hrs/week
Closing: September 16, 2022, by 4:30 p.m., late applications will not be accepted.

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

As per policy, applicants should note that COVID-19 Vaccination is required for all Lac Seul First Nation staff.