



Keewatin Tribal Council

Human Resources Assistant Employment Opportunity Thompson, MB

Purpose of the Position

Under the direction of the Office Manager the Human Resources Assistant will assist providing support to the office Manager in areas in supporting the staff and clients of Keewatin Tribal Council. Areas in HR; Group Benefits; Payroll; Job postings; Scheduling Interviews; and other areas where needed.

Responsibilities

- Posting job openings
- Scheduling interviews
- Checking References to the successful Candidate for the position
- Assisting with bi-weekly payroll
- Reconcile staff deductions
- Maintaining staff's personal files
- Remitting CRA bi-monthly payments
- Monthly payroll spreadsheets to make sure all are in correct departments/codes
- Maintain staff records, overtime; holidays; time off requests, etc.
- Prepare letters and memos
- Prepare, balance and make Deposits on a timely basis
- Assist Finance clerks where needed

Qualifications

- Post Secondary Certificate or Diploma in Finance/Business Administration
- Knowledge of Sage Accpac 300 with 3 years of experience
- Experience 3 years of Payroll
- Experience of Accounts payable and Accounts Receivable
- Knowledge of Human Resources and Federal Labour Laws
- Knowledge and experience of Finance and Office Administration
- Ability to maintain a high-level of accuracy in preparing and entering information
- Knowledge and experience of Excel spreadsheets and Microsoft word
- Must have Valid Drivers License
- Must be Bondable

- Experience of handling confidential documents
- Understand the Northern First Nation cultural and political environment
- Must provide a clear Criminal Record Check

A written application with detailed resume, including at least two (2) references of your latest immediate supervisor should be submitted to:

Lisa Beardy, Office Manager

23 Nickel Road

Thompson, Manitoba R8N 0Y4

Email: Lbeardy@ktc.ca Fax: 204 677-0256

Closing Date: Friday, December 29, 2023 4:00pm

Late applications will not be accepted

We would like to thank those that apply for the position but only those being considered for an interview will be contacted. For further information or a full job description contact

Lisa Beardy, KTC Office Manager.