

STEP-26014-P HUMAN RESOURCES ASSISTANT

KLUANE LAKE FIRST NATION

The Human Resources Assistant will support onboarding and offboarding processes (i.e. new hire packages, equipment returns, etc.); assist with the creation of new job descriptions, job postings, and screening board reports; assist in the planning and implementing of the operations of human resources for Kluane First Nation staff while ensuring best practices are in place and followed; assist in the maintenance of employee files and databases; assist in the coordination and execution of special events; assist in the day-to-day administration functions of the Executive department which may include filing, taking minutes, answering telephones, directing calls, emails and mailouts; help organize training sessions, workshops, and orientation programs; support employee management initiatives (i.e. surveys, staff events, recognition programs); assist in processing timesheets, leave requests, and attendance tracking; all other duties as required.

This position is preferenced to persons of Yukon First Nations ancestry and persons of Canadian Indigenous ancestry.

This position is located in Burwash Landing. Assistance with housing may be considered.

Field of Study: This position is best suited to students currently enrolled in programs related to Human Resource Management, Business Administration or Sociology.