CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
Human Resources Department (Administration)(FT Permanent) (REPOST)

PROGRAM AREA: Human Resources Department (Administration)
POSITION TITLE: Human Resources Assistant
REPORTING PROTOCOL: Reports to the Human Resources Manager or designate

Position Summary: The Human Resources Assistant plays a critical operational role within a growing HR function, providing day-to-day support across core human resources activities. This position partners closely with the Human Resources Manager to enhance departmental effectiveness through process improvement, HRIS optimization, and consistent policy execution.

The incumbent will contribute to recruitment, onboarding, training coordination, and employee lifecycle administration, while ensuring organizational compliance with applicable employment legislation. This role demands a high level of discretion, precision, and the ability to manage competing priorities in a dynamic environment.

Education/Professional Requirements:

- Diploma or degree in Business Administration, Human Resources, or a related field;
- Minimum of 1 year of progressive experience in a human resource environment;
- Minimum of 1 year of full-cycle recruitment, including sourcing and candidate screening;
- Demonstrated understanding of organizational structures, HR policies, and employment practices.

Key Responsibilities

- Supports full-cycle recruitment activities, including candidate sourcing, screening, interview coordination, and onboarding;
- Assists in the administration and continuous improvement of the Human Resources Information System (HRIS), including data integrity and reporting;
- Coordinates and tracks employee training, development initiatives, and career pathing frameworks;
- Supports the implementation, communication, and maintenance of HR policies and procedures;
- Maintains accurate and confidential employee records in compliance with legislative and organizational requirements;
- Provides administrative and operational support across HR functions, including benefits; administration, employee relations documentation, and performance management processes
- Monitors deadlines and ensure timely completion of HR deliverables and reporting requirements;
- Delivers responsive, professional internal customer service to employees and leadership;
- Knowledge of labour legislation - Canada Labour Code, Occupational Health and Safety Act, Human Rights Code, & Employment Standards Act;
- Good customer service and office administrative skills;
- Maintains confidentiality to highest standards;
- Conducive to change in a faced-paced environment;
- Exceptional communication skills and must be able to interact effectively and diplomatically; with other team members and staff;

- Maintains high attention to details and strict confidentially;
- Excellent communication skills, verbal and written;
- Must possess excellent organizational and time-management skills;
- Excellent computer skills an asset;
- Ability to work under pressure and meet deadlines;
- Understanding and appreciation for First Nation Culture, History and language;
- Must possess a current and valid Drivers License and dependable vehicle;
- Other duties assigned.

Preferential Hiring Requirements:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicants must provide a current and up to date CPIC and vulnerable sector background check upon successful interview.
- Successful applicants must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon successful interview.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
by **Posted until filled.**

TO: Chippewas of Kettle & Stony Point First Nation,
Enter into the email subject line: ATTN: Job Title- Human Resource Assistant
Email to: HR.Kevin.Koniecki@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

A full Job Description is available please call front receptionist -519-786-2125
Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT