



#11-1839 1st Ave  
Prince George, BC  
V2L 2Y8  
P:250-564-9321

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## Takla Lake First Nation

### Job Posting: Human Resources Assistant

Prince George Office Term Position: February – August 2018

This position provides support to employees, the Human Resources Department, and managers. Duties include:

- Answering questions from employees, managers, and the public, using a customer service orientation;
- Maintaining the human resources information systems;
- Providing administrative support to the Manager, including setting appointments, arranging meetings, processing communications effectively, creating and distributing documents and reports, coordinating workshops and presentations;
- Supporting managers in recruitment efforts, including drafting position descriptions, posting job ads and organizing resumes and job applications, scheduling job interviews;
- Coordinating and tracking occupational health and safety requirements and activities;
- Engaging in, contributing to, and accomplishing the vision and goals of the Nation;
- Promoting a positive work atmosphere and communicating in a professional manner that demonstrates mutual respect with community members and colleagues;
- Other duties as assigned by supervisor.

#### SKILLS AND QUALIFICATIONS:

- Completion of relevant post-secondary credential and a minimum one year of related work experience, or equivalent combination of education and experience;
- Demonstrated ability to maintain confidentiality;
- Demonstrated ability and willingness to problem-solve at the appropriate level including being able to identify issues and resolve problems in a timely manner;
- Must possess strong interpersonal skills, including a demonstrated customer service attitude;
- Must be able to communicate clearly, both written and orally;
- Must be organized, accurate, thorough, and able to monitor work for quality;
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through constructive feedback;
- Proficient in appropriate technological resources including the following computer areas: Word processing; spreadsheet and database application;
- Demonstrated ability to research, analyze and prepare reports on a variety of topics;
- Demonstrated ability to work effectively and cooperatively;
- Demonstrated ability to plan, coordinate and implement activities;
- Ability to plan, schedule and prioritize own workload; ability to deal with multiple tasks, responsibilities, and inquiries in very short time spans with multiple interruptions;
- Strong office and organizational skills;
- Ability to work positively in a busy, demanding environment.

If you are interested in this position, please email your resume and cover letter to:  
Catherine Wishart, for Takla Lake First Nation, [cwishart@telus.net](mailto:cwishart@telus.net)

**Application deadline: 4:00 pm, Thursday, January 25, 2018**

We encourage everyone to apply; however, only candidates to be interviewed will be contacted.