

**Malahat Nation**

110 Thunder Road | Mill Bay, BC | V0R 2P4

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HUMAN RESOURCES (HR) CLERK**REPORTS TO** Human Resources (HR) Manager**START DATE** As Soon as Possible**COMPENSATION** \$41, 752.89 - \$43, 005.48 (NEE: B -9)
- subject to education and / or experience or a combination of both.**STATUS** Permanent, Fulltime
(30-hours per week)

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia.

Malahat Nation is looking for the right candidate to join our Human Resources team!

We are looking for fun, energetic, dependable and organized staff.

Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: Reporting to the HR Manager, the HR Clerk will provide reception, clerical, administrative, and records management support to the Human Resources and other Malahat Nation Departments in the day-to-day Human Resources duties of the administration of Malahat Nation involving material of a confidential and sensitive nature. *This position is a fulltime permanent position that works in the office, with minimal local travel as required.*

RESPONSIBILITIES:

- Demonstrate a professional and positive demeanor while responding to inquiries made in person, by telephone or by mail and make appropriate referrals;
- Support the HR Manager in all recruitment and hiring undertaken by the Malahat Nation, including but not limited to: preparing draft job descriptions and job postings, receiving and organizing applications and resumes, scheduling interviews, preparing interview documentation, preparing candidate selection documentation, drafting letters of offer, etc.;
- Under the supervision and guidance of the HR Manager, develop, maintain, and process employee personnel files with the highest degree of confidentiality and security;
- Assist with a variety of correspondence, reports, letters, memorandums, notices, and presentations, and / or graphic materials using Microsoft Office Suite Programs
- Assist in the onboarding process for all new employees;
- Assist in arranging and scheduling organization-wide training opportunities and team building exercises;
- Assist the HR Manager in the addressing of conflicts and incidents;
- Schedule meetings and appointments for the HR Manager with other Malahat Nation Departments and employees;
- Distribute and explain forms for employees i.e. Employee Leave Requests, Benefits and Pension Applications, etc.; aid with completion as needed;
- Operate a variety of office equipment including but not limited to, computer and related software, photocopiers, facsimile, and printers;
- Upholding all aspects of the HR Policy and all other Malahat Nation policies and procedures;
- Provide backup reception and other administrative support as needed;
- Participate in staff and / or department meetings, events, training and other initiatives;
- Other duties as required.

EDUCATION AND EXPERIENCE:

- Minimum grade 12 along with minimal post-secondary training in a related field would be an asset; an acceptable combination of related education, training and experience is required
- One (1) or more years experience working in an office setting; database experience considered an asset
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset
- Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain strict confidentiality and sensitive information
- Ability to take initiative, strong attention to detail and organizational skills, ability to prioritize all tasks to meet given deadlines
- Time management with the ability to multitask different tasks simultaneously

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

We thank all applicants in advance but only those selected will be contacted.

- Excellent written, oral, and interpersonal communication skills, with strong analytical and problem-solving skills
- Ability to work in a team environment as well as work independently
- Ability to work in a high paced environment dealing with difficult emotional and critical issues
- Knowledge of Malahat Nation programs and processes
- Knowledge of Malahat Nation internal departments and programs an asset
- Knowledge of Microsoft Office Suites programs i.e. Word, Excel, PowerPoint etc.

***Interested applicants are invited to submit a current resume, a detailed cover letter and three references.
Please reference the 'Job Title' in the 'Subject Line'.***

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: Recruitment Open Until Position Filled.