

Rainy River First Nations – Job Posting

HUMAN RESOURCES ASSISTANT



Permanent, Full-Time

\$60,000.00 - \$65,000.00

Please apply by March 13th, 2026

The Human Resources Assistant supports the daily function of the HR department by serving as the first point of contact for human resource inquiries, coordinating recruitment and onboarding, and providing benefits and pension administration. The role ensures organized records and secure handling of confidential information, maintains HRIS data accuracy, and provides efficient administrative support to the Human Resources Manager.

PRIMARY ACCOUNTABILITIES

HR Administration & Departmental Support

- Respond to emails, phone calls, and walk-in inquiries; provide routine HR information and policy clarification.
- Send/receive HR-related invoices and purchase orders; track approvals and follow-ups.
- Book and schedule HR meetings, interviews, training sessions; prepare agendas and materials.
- Create and maintain reusable HR templates, forms, and guides to streamline HR processes.
- Provide administrative support to other Rainy River First Nations entities as directed.
- Take notes and prepare documentation for HR meetings
- Facilitate cross-departmental communication to support HR program delivery.

Recruitment & Onboarding

- Assess position needs, design job postings and coordinate advertising for vacant roles.
- Screen applications; schedule and facilitate interviews; design and update interview guides.
- Coordinate reference checks; communicate with candidates throughout the hiring process.
- Prepare letters of offer; send onboarding documents; set up new hires in HRIS/payroll.
- Coordinate orientation and onboarding sessions aligned with departmental needs and timelines.

Payroll, Benefits & Pension Administration

- Collaborate with Finance to troubleshoot payroll setup or information issues, ensuring accuracy and timely submission.
- Manage forms and documentation related to benefits and pension enrollment/changes.
- Register staff for benefits and pension and respond to coverage inquiries; assist with claims.
- Liaise with plan providers to assess coverage needs and resolve issues.
- Maintain accurate benefit/pension records and ensure compliance with plan requirements.
- Provide guidance to staff on benefits/pension processes and timelines.

Records Management & HRIS

- Organize and audit personnel files (paper/electronic) to ensure completeness, accuracy, and currency.
- Upload documentation to HRIS and update employee profiles (e.g., status changes, payroll-related data).
- Track job applications and candidate progression; maintain secure, locked storage for confidential records.
- Monitor retention schedules and ensure secure handling/disposal of outdated documents.
- Maintain strict confidentiality and always adhere to privacy and security standards.

Employee Support & Communication

- Serve as first point of contact for concerns or complaints; receive, document, and route matters to the HR Manager.
- Advise staff on policy for routine inquiries.
- Draft letters and contracts for HR Manager review.

POSITION REQUIREMENTS

- Post-secondary diploma or degree in Human Resources, Business, or related field (equivalent experience may be considered)
- 2–4 years of administrative or clerical experience
- Experience working with HRIS systems
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills
- Strong organizational, time-management, and prioritization abilities
- High level of discretion, confidentiality, and professionalism
- Cultural awareness and respect for Rainy River First Nations governance, traditions, and community values
- Ability to exercise sound judgement and escalate sensitive matters appropriately

Additional Requirements:

- Criminal Record Check and Vulnerable Sector Screening
- Valid Driver's License and satisfactory driver's abstract
- Adherence to Rainy River First Nations' Drug Testing Policy

WORK ENVIRONMENT

This position operates within a standard office environment and involves extended computer work. The role requires emotional resilience, attention to detail, and the ability to manage sensitive matters with empathy and professionalism within an Indigenous community context.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks paid vacation
- 2 weeks paid Christmas closure
- 100% employer-paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year
- Ten (10) paid sick days per year

How to Apply:

Please submit a cover letter and current resume to: hr@manitou Rapids.ca by March 13th, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

2025 - 2028

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

