



MOOSOMIN FIRST NATION EDUCATION COUNCIL

Is seeking a full-time

Human Resources Administrator

Under the direction of the Education Coordinator the Human Resources Administrator will be the first point of contact for MFNEC HR-related queries from employees and external partners.

Qualifications: The successful candidate will:

- Business Administration or related field; a certificate or diploma and a significant amount of related experience may be considered.
- Experience working with First Nation Education Administrative Programs
- Knowledge of First Nation education issues, challenges and delivery models
- Ability to use various computer software systems
- Strong written and verbal communication skills
- Ability to work independently
- Possess a valid Saskatchewan Driver's License and must be SGI approved for insurance purposes
- Provide a clean CPIC (criminal record check)
- Possess a strong work ethic, and be dependable and reliable

Responsibilities:

- Attends MFNEC board meetings when requested.
- Prepare HR documents, like employee contracts.
- Ongoing liaison with MFNEC Employees.
- Provides monthly reports on activities and statistics.
- Performs office tasks including maintaining records, ordering supplies.
- Perform Clerical and Administrative tasks.
- Provide high-level administrative support to Education Administrative Staff.

Please apply in writing by submitting a **covering letter, detailed resume, copy of Driver's License and CPIC** to: Quenton.swiftwolfe@mfneec.ca

Quenton Swiftwolfe
Moosomin First Nation Education Council
P.O. Box 412
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306-480-6458

CLOSING DATE: Friday August 12, 2022

Please note that only those candidates selected for an interview will be contacted.