



***ACFN has an  
amazing opportunity!***  
*Join TEAM ACFN and put your education  
to use to make a difference!*

## **EMPLOYMENT OPPORTUNITY**

### **HUMAN RESOURCES ADMINISTRATOR**

**Staffing Process Number:** ACFN-2024-020

The Athabasca Chipewyan First Nation (ACFN) is seeking one (1) ambitious individual to join the Human Resource Department for a full-time permanent position of **Human Resources Administrator (HRA)**. The position consists of 5 days on, 2 days off; Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and location may change from time to time to meet operational requirements. This is a local position to **Fort McMurray, AB., or Fort Chipewyan, AB.**, and the successful candidate must have their own accommodations and transportation. The HRA is responsible to provide administrative support services to the HR department; staffing and recruitment; training and development; classification, etc.

### **GENERAL RESPONSIBILITIES**

- Provide administrative support in staffing and recruitment services, drafting/advertising of job postings, booking interviews, conducting reference checks, closing job postings, etc.
- Classification; creating and updating organizational charts.
- Training and development; sourcing learning material.
- Drafting various HR documents, correspondence, reports and statistics.
- Performs all duties and responsibilities in accordance with the ACFN's policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Nation.
- Provides human resources administrative support services to the Human Resources Department.
- Assists in maintaining the HR filing systems, electronic and hard copies.
- Creates and maintains employee personnel records, using Xyntax or equivalent HR database.
- Maintains a bring forward system and ensures timely follow-up.
- Maintains a current knowledge of related HR legislation regulations and standards.
- Assists in preparing for meetings and takes minutes at meetings.
- Other duties as required.

### **QUALIFICATIONS**

- High School Diploma, GED, or an acceptable combination of education (Grade 10), training and experience (One to Three (1-3) years of HRM experience in a minimum of one (1) or more HR disciplines, i.e., staffing/recruitment, labour relations, classification, etc.
- One (1) to Three (1) years of \*recent and significant administrative experience in staffing/recruitment.
- One (1) to Three (1) years of \*recent and significant administrative support experience in a related HRM discipline, for example, Classification or Training and Development, Labour Relations, are assets.

- Experience drafting, releasing, and posting a variety of HR related correspondence, letters of offer, job postings, etc.
- Knowledge of HR federal and provincial legislation and regulations and regulations relevant to human resources management; Canada Labour Code, Alberta Employment Standards, and Alberta Human Rights Act).
- Knowledge of the Denesuline language and culture.
- Ability to conduct new employee orientation and conducting reference checks.
- Proficient in a Microsoft Windows environment; Outlook, Word and Excel.
- Class 5 Driver's License is an asset.
- Effective communication skills; both written and verbal.
- Strong proofreading skills and attention to detail.
- Ability to work independently and as a team member.
- Outstanding interpersonal relationship skills.
- Willingness to work evenings, weekends, and holidays, as required.
- Willingness to travel; and is a condition of employment.
- Willingness to sign a Confidentiality Agreement.
- Willingness to work in a diverse workforce.

*\*Recent and significant experience is defined as the depth and breadth of the experience in the performance of the duties for a period of approximately One to Three (1-3) years within the last five (5) years.*

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a covering letter and resume quoting:  
**Staffing Process Number: ACFN-2024-020**, in confidence to [HR@acfn.com](mailto:HR@acfn.com).

**Closing Date:** Resumes will be accepted until a successful candidate is found.

*Mahsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.*

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit, or Métis). Preference may be given to Indigenous people.*

