

**WE'RE HIRING!
JOIN OUR TEAM**

Human Resources Technician

Employment Type:
Permanent Full-Time

Competition Type:
Internal
(Restricted to Band Member Only)

Location:
La Ronge, Sk.

Posted:
July 18TH, 2023

Deadline for Applications:
July 25th, 2023

HOW TO APPLY:

Apply Online at:

<https://llrib.com/llrib-jobs/>

Or submit cover letter and resume by
email to HR@llribhs.ca

For more information:
Contact HR at 306-425-9110
Fax: 306-425-9103

EMPLOYMENT OPPORTUNITY **Lac La Ronge Indian Band Health Services**



We are looking for dedicated and reliable person with strong communication and time management skills. Our HR program is fast-paced where program demands change daily. This role requires workers to be organized, flexible and adaptable. If you feel like this would be a good fit for your personality, we encourage you to apply!

About our organization: LLRIBHS promotes health in our communities for the wellbeing of all members. We provide accessible, high quality health services and programs. Together with others, we work to build capacity and educate as we address both acute needs and the determinants of health.

About the position: The HR Technician will support the HR Program by providing information to applicants and employees; maintaining records; completing assigned projects and tasks; and resolving a variety of employee issues. The Human Resource Technician plans, organizes, directs and controls the operations of human resources and personnel. This position assists the HR Coordinator with planning, recruitment, training and development, and benefits administration.

What you'll love about us:

- We provide cash incentives to help employees achieve financial stability now and for the future.
- We provide non-cash incentives to provide employees time to enjoy life, achieve professional growth, and to ensure health and wellness.
- We offer practices, policies, and programs that support employees achieve balance at work and at home.
- We offer and provide resources that set expectations, support, and recognize employees.
- We offer and encourage learning opportunities for employees to learn new skills and progress in their Career.
- We offer a comprehensive salary and benefits package such as Recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

Qualifications: Suitable candidates will have a minimum 2-year diploma in Human Resources or equivalent education; CHPR Designation is an asset; Combination of education and experience may be considered; Excellent written, communication and computer skills; Ability to respond to changing priorities and deadlines; Must be very professional and serve as a role model to with the utmost professionalism, discretion and confidentiality; Candidates must have a valid driver's license.

A current and satisfactory Criminal Record Check, Vulnerable Sector Screening and Driver's Abstract is required upon hire. Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.