

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

## **Human Resources Assistant**

**Employment Type:**  
Permanent Full-Time

**Competition Type:**  
Open

**Location:**  
La Ronge, Sk.

**Posted:**  
August 1<sup>ST</sup>, 2023

**Deadline for Applications:**  
August 17<sup>th</sup>, 2023

### **HOW TO APPLY:**

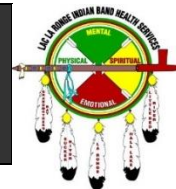
Apply Online at:

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

Or submit cover letter and resume by  
email to [HR@llribhs.ca](mailto: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 and outgoing 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 Human Resources' Assistant supports the Human Resources department by providing information to applicants and employees, maintaining records, completing projects and tasks, they will assist in planning recruitment, training and development, and befits administration. They will perform various tasks and activities including, but not limited to preparing job postings, maintaining new recruitment files, scheduling interviews and prepare interview packages as well as offer letters and scheduling orientation training.

### **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 Grade 12 or Office Education a combination of education and experience may be considered; excellent written, communication and computer skills; ability to respond to changing priorities and deadlines; must be professional, discrete and maintain confidentiality; willing to take job related training; and ability to respond to changing priorities; Candidates must possess 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.*