



EXTERNAL POSTING

Human Resources Assistant

Thunder Bay, Ontario

POSITION SUMMARY: The Ontario Native Women's Association is currently accepting applications for a **full time** position of **Human Resources Assistant** in **Thunder Bay**.

Under the direction of the Human Resources Manager the Human Resources Assistant is responsible for supporting all portfolios throughout the ONWA. The position acts as a liaison between the Human Resource Manager, Manager's, Directors and employees ensuring smooth communication and prompt resolution of all queries. This role will also support our daily HR activities and assist with the day to day operations of the human resources functions and duties.

The HR Assistant carries out responsibilities in some or all of the following functional areas including and not limited to recruitment and selection including the management of the ATS, departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, employment, health and safety and executive administration.

QUALIFICATIONS:

- Post-secondary HR related Degree/Diploma/Certificate.
- Two years of previous human resources administrative experience, preferably in a not for profit environment.
- Two years of hands on human resource working experience and knowledge of employee relations, training and development, occupational health and safety, performance management, recruitment and selection, current legislation from varying bodies, as it relates to employment.
- Ability to apply HR principles in all aspects of human resources including the ability to apply organizational HR policies and procedures.
- Must be adept at problem-solving, including being able to proactively identify issues and provide resolutions in a timely manner while keeping all matters confidential.
- Effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
- Must possess strong interpersonal skills.
- Must be able to communicate clearly, both written and orally, as to communicate with employees, within the human resource department, management team and in group presentations and meetings.
- Excellent time management skills with demonstrated ability to work under pressure, meet tight deadlines and effectively handle changing priorities.
- Excellent organizational skills coupled with the ability to be accurate, thorough and able to monitor work for quality.

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Head Office: 150 City Road • P.O. Box15-684 City Road • Fort William First Nation, ON P7J1J7 •
Toll Free: 1-800-667-0816 • Phone: (807) 577-1492 • Fax: (807) 623-1104

- Excellent computer skills including general knowledge of HRIS and payroll software, data entry, spreadsheets, Microsoft Office and Office 365.
- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.
- Cultural competency:
 - Experience working with Indigenous organizations an asset
 - Experience working with Indigenous communities with a working knowledge of Indigenous cultures and traditions.

RESPONSIBILITIES:

- Assist with day to day operations of the HR functions and duties such as recruiting and selection, orientation and onboarding, benefits, compensation management, policies and procedures, WSIB, pension, training and development, occupational health and safety, employee relations, company programs and initiatives and file maintenance.
- Provide administrative and clerical support to the human resource portfolio.
- Recruit, prepare interview processing, maintain and update records, files, manuals, forms, documentation including communication with candidates, scheduling of interviews and psychometric testing.
- Communicate with associates regarding company programs, policies/procedures and organizational issues initiatives.
- Keep HR Manager updated on all HR initiative's, outcomes and challenges.
- Process a variety of documentation and prepare reports relating to human resources and personnel activities.
- Maintain accurate and consistent data entry of employee information.
- Select, consolidate and verify data from various sources for submission to HR Manager/Director.
- Promote a positive, inclusive work environment, responding to general inquiries and resolving issues in a timely manner. Refer more complex inquiries that require policy/procedure/legislation interpretation, to HR Manager/Director.
- Work together with Human Resource Manager to ensure an inclusive work environment.
- Actively communicate by walking around on a regular basis to engage with employees', answer questions and concerns.
- Initiate and maintain ongoing communications with departments to verify or correct information and build relationships.
- Identify and document system problems and make recommendations for enhancements/improvements/modifications within the HR department.
- Perform general office duties such as filing office documents, answering telephones, responding to a variety of routine and non-routine inquiries, arranging meetings including booking rooms/catering, making travel arrangements etc.

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- Work in compliance with all laws and regulations and attend or complete all required health and safety training, report all accidents and take every precaution reasonable to ensure personal safety and the safety of others.
- Assist in the coordination and facilitation of company events.
- Determine as needed, the necessary actions in order to streamline efficiency.
- Complete regular reporting to funding agency (s) and internally upon request.
- Other duties as assigned.

RESPONSIBILITIES – GENERAL:

- Culture - Takes personal responsibility to increase sensitivity, awareness and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Support and work towards the overall aims and objectives of the ONWA.
- Adhere to all policies and procedures.

DUTIES – ADMINISTRATIVE:

- Complete monthly and submit to Director when required.
- Complete quarterly reports on or before the requested due date.
- Complete reports to funders as required.
- Complete and attend supervisions with Director on a regular basis.
- Other reports or admin as assigned.

DUTIES – PUBLIC RELATIONS:

- Promote the program within the community.
- To adhere to professionalism is representing the organization at all times and maintain good communications.

STANDARDS OF PERFORMANCE:

- Adhere to the Policies and Procedures as set by the ONWA.
- Representation on committees as required for the enhancement and benefits of ONWA's programs.
- To network and promote ONWA and all ONWA related programs. Adhere to professionalism at all times and maintain good communication.
- Maintain professionalism at all times.
- The completion of functions outlined in the description and the achievement of goals set to a high level.
- Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
- Adherence to the Code of Ethics, and positive relationship building.

AUTHORITY:

To execute duties and responsibilities outlined in this job description.

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ACCOUNTABILITY:

The **Human Resource Assistant** will be directly accountable to **Manager of Human Resources** for the proper completion of the functions outlined in the job description.

Applicants are asked to submit a resume and cover letter to the attention of:

Human Resources
Ontario Native Women's Association
380 Ray Boulevard
Thunder Bay, ON P7B 4E6
Fax: (807) 623-1104
Email: hr@onwa.ca

Qualified Indigenous Women are particularly encouraged to apply.
Only those applicants granted an interview will be contacted.
A job description is available upon request.

We welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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