



# SEMÁ:TH FIRST NATION

## Job Posting

<b>POSITION:</b>	Human Resources Assistant
<b>HOURS:</b>	35 Hours per Week
<b>TERM:</b>	Term position - Ending March 31 <sup>st</sup> , 2026
<b>SALARY</b>	\$24.00 to 27.00 per hour Depending on Education and Experience
<b>REPORTS TO:</b>	Sumas First Nation Human Resources Manager

### 1.0 PURPOSE & SUMMARY

Sumas First Nation (SFN) is looking for a qualified, full time HR assistant to provide administrative support to our Human Resources department. This position is responsible for assisting the Human Resources Manager with a wide range of administrative tasks including scheduling appointments and position interviews, recording HR meetings and information regarding employees, file management, performance management and the development of internal training and development efforts. Our employees are the foundation of our organization, and SFN is committed to creating an environment where everyone can thrive. This role will be a key part of the development of the SFN HR Department.

### 2.0 DUTIES & RESPONSIBILITIES

- Provide administrative support to the HR Department.
- Assist with recruiting tasks such as aiding in the development of job advertisements, reviewing resumes, working with department managers to schedule interviews, conducting reference checks, and following up with candidates.
- Schedule, coordinate and assist with employee onboarding sessions.
- Assist with the booking and tracking of employee performance reviews.
- Compile and process employee documentation and records and keep the employee database up to date.
- Assist the HR Officer with formulating policies, procedures, and changes.
- Assist the HR Officer with conflict mediation and internal employee issues as required.
- Take and maintain up to date meeting minutes for HR related meetings.
- Assist in the development of employment contracts and other HR related documentation.
- Assist in the management of the SFN Benefits and Pension programs.
- Assist in the research, development and facilitation of SFN team building exercises and HR related events.

### 3.0 QUALIFICATIONS

- Minimum of a diploma in business administration or HR and/or an equivalent amount of education and experience.
- Minimum of one (1) year work experience in office administration.
- Strong administrative background skills.
- Experience in working with First Nations communities and/or organizations an asset.
- Proven ability to maintain confidentiality.
- Working knowledge of office procedures, records management, and document processing.
- Ability to develop and maintain effective working relationships.
- First Nations descent is considered an asset.
- Advanced knowledge and expertise about Microsoft Excel, Word, Zoom, Go-To Meetings.
- Appreciation of First Nations culture, traditions, procedures and protocols.

### TO APPLY:

Please email your cover letter & resume to [Human.Resources@sumasfirstnation.com](mailto:Human.Resources@sumasfirstnation.com)  
Deadline: April 15<sup>th</sup>, 2025

