

## **NSMDC Employment Opportunity Management Assistant/Human Resources Coordinator**

**Description:** Provide management/administrative support in a professional and personable manner for the General Manager, Chief Executive Officer and NSMDC department heads. Important elements will include the organization and coordination of meetings, filing documents, managing assorted files, completing reports, attend meeting, taking extensive notes/minutes, research and proposal development and have the ability to work independently or as part of a team. As the Human Resources Coordinator, the successful candidate will assist with and facilitate all key HR functions.

**Who Can Apply:** Applicants ideally should possess a diploma or certificate in business administration, human resource management or office management from a recognized post-secondary institution. A combination of comparable, relevant and recent education and experience may also be considered.

**Experience:** Applicants must have at least one to three years' experience working in Management or providing management support. Experience working for a First Nation community or organization would be an asset. Experience in human resource management would also be an asset.

### **Abilities & Skills:**

- Possess a valid driver's license, have a reliable vehicle and be willing to travel when required.
- Demonstrated proficiency with Microsoft Word, PowerPoint, Excel, email, internet, etc.
- Knowledge of NSMDC First Nation communities and organizations within New Brunswick.
- Strong organization, communication, time management and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- Good working knowledge of human resources best practices and related legal requirements.

### **Essential Functions & Duties:**

- Provide administrative support to the General Manager and department heads.
- Update contact lists – Community, Federal and Provincial, Private Sector contacts, etc.
- Prepare and edit documents (i.e., minutes, proposals, reports, publications, etc.).
- Book and attend meetings, send memos, notify members of meetings, take detailed notes.
- Create and circulate interoffice and organizational memos via email.
- Establish file management systems, filing all correspondence/documents for the General Manager.
- Reception - answering the phone, emails, messages (as backup only).
- Assist staff with proposal writing and research.
- Assist with special projects and events as required, work with member communities.
- Assist with budgets, expenditure tracking and general finance.
- Research and provide recommendations on community research and program opportunities.
- Assist with the identification, selection, and interviewing of candidates.
- Support the administrative part of the new hire process (screening, contracts, updating of HR systems).



- Recommend possible actions to improve existing HR processes.
- Answer internal and external HR-related queries and requests.
- Support in educating employees and enforcing company policies.
- Maintaining and updating employee records.

***Salary:***

Depending on qualifications and experience (Range of \$25 to \$30/hour)

***Office location:***

NSMDC Office, 38 MicMac Road, Eel Ground, NB

***Start date:***

May 3rd, 2021 - If you are interested and qualified and want to become part of the NSMDC team, please email in Word or PDF format only, the following documents: a detailed cover letter explaining how you meet the position requirements and salary expectations, an updated resume; recent writing sample; and the names/contact information of three work related references.

***Closing date for job competition:***

April 9th, 2021 at 12:00 p.m. Atlantic Standard Time.

***Direct all correspondence to email address:***

jamespward314@gmail.com

No applications will be accepted beyond the closing deadline. Interviews will be held in Eel Ground, NB. If all qualifications are equal, preference will be given to those with experience working with First Nation communities and organizations.

While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.

***[www.nsmdc.ca](http://www.nsmdc.ca)***