

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Human Resources Clerk

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Common Services (DCS) is currently looking for a motivated, enthusiastic and innovative candidate to fill the role of **Human Resources (HR) Clerk**

The HR Clerk, under the direction of and reporting to the Human Resources Manager, will provide administrative clerical support to the HR Unit.

Position Requirements:

- College Diploma or University Degree, with concentration in Human Resources, Public Relations, Communications, or other related discipline **and/or** combination of education and experience will be considered.
- Interest/experience/education in the field of HR would be an asset.
- Highly organized with the ability to work effectively, to multitask and prioritize, and to meet tight deadlines in a demanding environment.
- Able to work independently and proactively, with minimal supervision.
- Proven interpersonal, team building, time management and problem-solving skills.
- Effective written, verbal and listening skills.
- Computer literacy and proficiency in Microsoft Office applications (e.g., Microsoft office, Excel Power Point etc.). Familiarity with Human Resources Information Systems (HRIS) software such as Bamboo, Sage, ADP, etc. would be an asset.
- Experience working in or with First Nation communities is an asset.
- Must have access to a vehicle, valid driver's license, and insurance with ability to travel.

Salary/Employment Term:

Anticipated salary: \$27,300-\$36,400 per year. This is a one (1) year contract position with the opportunity for renewal. In addition to salary, we offer a comprehensive company health benefit plan, pension plan, friendly and professional work environment.

Application Deadline: August 15, 2021

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.***