



# EMPLOYMENT OPPORTUNITY

## Nishnawbe-Aski Legal Services Corporation

### Human Resources Clerk

Nishnawbe-Aski Legal Services Corporation invites applications from Nishnawbe Aski Nation (NAN) members, along with all other interested applicants for the full time position of **HR Clerk** in our Thunder Bay office.

#### QUALITIES:

We are looking to hire an **HR Clerk** with outstanding administrative and communication skills. An **HR Clerk** is expected to have excellent organizational and time management skills. They must be reliable and should be able to accurately follow instructions with the ability to complete tasks with minimum guidance and supervision. They must also demonstrate the ability to manage competing demands in a team setting. They must also have a good understanding of the recruitment process and NAN Communities.

#### PRIMARY DUTIES:

- Circulate, and monitor all job postings;
- Assist with the recruitment process by identifying candidates, scheduling interviews, and performing reference checks;
- Coordinate the onboarding process for all new staff;
- Perform orientations and update records of new staff.

#### GENERAL DUTIES:

- Participate as an active member of the Joint Health and Safety Committee;
- Schedule meetings, HR events, maintain agendas and take minutes;
- Maintain filing, scanning, and the organization of all staff personnel files.

#### QUALIFICATIONS:

- College Diploma or related Human Resources administration and recruitment experience;
- Understanding of general human resources policies and procedures;
- Microsoft Office Applications (Word, Excel, PowerPoint);
- Strong attention to detail and ability to work with confidential information;
- Requires excellent communication skills, both verbal and written;
- Some travel may be required;
- Experience working within First Nations communities;
- Ability to speak an Ojibwa, Oji-Cree, Cree is considered an asset;
- Must be able to provide a police/criminal records check.

For a full Job Description please visit <https://nanlegal.on.ca/jobs/>

**SALARY RANGE:** Commensurate with education and experience

**LOCATION:** Thunder Bay, Ontario

**DEADLINE:** Dec 16, 2022

**Please send cover letter, resume and 3 references to:**

Human Resources, Nishnawbe-Aski Legal Services Corporation,  
1805 Arthur St E, Thunder Bay, ON, P7E 2R6

**Tel:** 1-800-465-5581

**Fax:** 807-622-3024

**Email:** [hr@nanlegal.on.ca](mailto:hr@nanlegal.on.ca)

**NALSC invites applications from qualified members of NAN. Please indicate in your cover letter how you meet the criteria for the position and whether you are a NAN member. We thank all candidates for their interest; however, only those selected for an interview will be contacted.**

Nishnawbe-Aski Legal Services Corporation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information, please visit our website: [www.nanlegal.on.ca](http://www.nanlegal.on.ca)