



32 Machishteweyaaau Street  
Nemaska, Quebec, J0Y 3B0

Tel: 819-673-2512  
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## EMPLOYMENT OPPORTUNITY

### 3<sup>rd</sup> Internal Posting

**CREE NATION OF NEMASKA** HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

**TITLE:** Human Resources Clerk  
**Location:** 32 Machishteweyaaau Trail, Nemaska, Quebec, J0Y3B0  
**Salary:** (\$42,741 min. - \$64,111 max.) plus northern allowance  
**Closing Date:** November 19, 2024  
**Employment Status:** Permanent, subject to 3-month probation

#### **Summary of Position:**

Reporting to the Director of Human Resources, the Human Resources Clerk is responsible for providing human resources and office administration support in order to maximize the optimization of office services.

#### **Duties and Responsibilities**

##### Functional responsibilities:

- Provide general administrative support of HR processes (e.g., job evaluation, compensation, recruitment).
- Provide support to the recruitment process including review of job postings, applicant tracking, candidate follow-ups and reference verification.
- Provide first-level support and basic information to employees on all HR related issues; refer complex issues to Director as necessary.
- Perform data entry and maintain electronic and hardcopy records.
- Compose, review and edit various documents in support of the Director including memos, letters, and reports. Ensure that confidentiality of information is maintained at all times.
- Create employee files and ensure they are reviewed and maintained up-to-date.

##### Administration and reporting responsibilities:

- Compile statistics and prepare various HR related reports.

##### Additional responsibilities:

- Maintain up-to-date knowledge and skills in areas(s) of responsibilities through attendance at meetings, conferences and training seminars.
- Perform other duties as required.

**Qualifications:**

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

**Education:**

- High School Diploma.

**Experience:**

- One year or less of relevant experience.

**Languages:**

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.
- Fluency in French is an asset.

**Knowledge and abilities:**

- Customer focused and service oriented.
- Proven ability to communicate effectively.
- Proven ability to keep information confidential.
- Demonstrated attention to detail and accuracy.

**Working Environments**

The Human Resources Clerk works from an office in the Administration Building and is responsible for working from 9:00 a.m. to 5:00 p.m. With one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

**Information to be provided**

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

**Please forward this information at the attention of:**

Lori-Ann Wapachee  
Director of Human Resources  
Cree Nation of Nemaska  
32 Machishteweyaaou Trail  
Nemaska, Quebec  
J0Y 3B0

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