


<p>Nimkee Nupigawagan Healing Centre JOB OPPORTUNITY</p>	
<p>Job Description: HR and Office Administrator</p>	<p>Category: Administration</p>

### SUMMARY:

The HR and Office Administrator performs various functions within the organization related to efficient delivery of contracts, salaries/wages and benefits on behalf of the organization in addition to ensuring the organization is maintaining effective and efficient office administration and therefore, responsible for overall administrative responsibilities like board meetings, minutes, directives, transportation/travel, and follow-up as directed by the Executive Director.

The HR and Office Administrator is responsible for benefits administration and employee onboarding and recognition programs. Responsibility includes having overall knowledge of all human resource functions. Conducts employee benefit meetings. Promotes and maintains the organization's mission, values and culture at all times. Provides exceptional communication and service to employees. Sets the example of an engaged and positive employee.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong organizational and problem solving skills.
2. Knowledge of facilitation, education and people-centered skills.
4. Database management skills, that are derived from superior computer skills.
6. Ability to prepare high quality administrative paperwork.
8. Excellent communication skills in order to interact with employees
9. Desire to innovate, be creative and move forward in a positive progression

### Required Qualifications:

- Diploma in Office Administration.
- At least two years in an indigenous organization.
- Excellent skills using MS Word, Excel, Access, and Internet Explorer
- Strong skills using and understanding the HR functions.
- Ability to maintain confidentiality and exercise extreme discretion
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy
- Strong organizational skills, and the ability to work under pressure
- Ability to handle and prioritize multiple tasks and meet all deadlines
- Preference will be given to indigenous people under section 24 of the OHRC.

### Upon Hiring:

- Applied Suicide Intervention Training, Safe Food Handlers Training, Class G license and access to vehicle, Fire Extinguisher Training, WHIMIS, Violence and Harassment Training, Crisis Intervention Training, Driver's Abstract, Clear CPIC/VS, Indigenous teachings as directed.

### DEADLINE:

**Friday, December 9th, 2022 at 12 pm to [ed@nimkee.org](mailto:ed@nimkee.org)**