

HUMAN RESOURCE SUPPORT

Employment Opportunity

Recognizing the increased need for First Nations involvement in archaeological assessment throughout New Brunswick, the Maliseet First Nation and the Government of New Brunswick (MFN/GNB) have created an initiative to prepare Maliseet First Nation individuals to participate in the assessment process. The first stage of this initiative is to undertake a large archaeological assessment of a proposed mining site location in central New Brunswick by offering training and employment to Maliseet First Nation community members.

The managing archaeological consultant is seeking to fill a number of positions within the archaeological field and support teams from First Nation communities. MFN/GNB is currently seeking candidates for the role of Human Resource Support (1 position) for a 12 week term beginning August 2015.

Job Description:

Primary Role:

The role of the Human Resources Support staff is to aid the Project Manager in the daily management of the field crew and support staff (Directors, Supervisors, Chiefs and Technicians).

Key responsibilities:

- Provide advice on staffing issues
- Track and submit all employee work hours for payroll
- Other duties as assigned

Qualifications:

- Experience in Human Resource Administration required
- Undertake physical labour in remote and difficult terrain in all weather conditions
- Computer literate and good communication skills an asset
- References required

Schedule:

- Training/Orientation starts August 31^s,2015
- Field work starts September 8th, 2015

Wage: \$18.00/hr plus 4% vacation pay and 4% statutory holidays

- Child care provided as required,
- Transportation, PPE and daily lunch will be provided
- 50 hour work week (includes 10 hours paid travel a week)

Submit resume via email to apply@crmgroup.ca

Fax to 506 457-4880

or drop off resume at your local community Employment and Training officer.