



St. Mary's First Nation
Employment Opportunity
Human Resource Assistant (Full-time 36 hours/week)
Monday- Friday

Position Summary:

Under the direction of the Director of Human Resources the Human Resource Assistant will be responsible to assist the Director in all functions under the Human Resource Department.

Qualifications:

- 1) Must have Experience with Microsoft Applications (Both Word, Excel and Power Point Programs).
- 2) Previous Experience working in area of Human Resources would be an asset
- 3) Confidentiality & Professionalism are a must
- 4) Experience with SAGE HR would be an asset
- 5) Must be a quick learner and be able to work independently.
- 6) Ability to pay attention to detail
- 7) Must be organized and able to multi task
- 8) Reliable and time conscience
- 9) Must be flexible to assist Director on occasion with off work hours as requested.

Please forward your resume a minimum of 2 work related references to:

Lisa Wilson
Director of Human Resources
150 Cliffe Street
Fredericton, NB
E3A 0A1
Fax (506) 472-6220 or
Email: lisawilson@smfn.ca

Closing Date for Applications will be on June 23rd, 2016 at 4:30 pm no exceptions.