



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Administrator

**Job ID** 0E-D3-B8-AA-00-EB

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=0E-D3-B8-AA-00-EB>

**Company** Farm Credit Canada

**Location** Regina, Saskatchewan

**Date Posted** From: 2021-10-21 To: 2021-11-01

**Job** Type: Fixed-term Category: Human Resources

**Job Start Date** As soon as possible

**Job Salary** To Be Discussed

**Languages** English

### Description

Job Number: R-1002884

Location: Regina, Saskatchewan

Closing Date: 11/01/2021

Worker Type: Term (Fixed Term)

Term Duration (in months): 6

Proven communication skills required

Build relationships with internal and external partners to support the Human Resources team with staffing process, benefits and pension programs.

What youâ€™ll do:

- Administer all staffing requests
- Manage and maintain employee data with the HR management system
- Ensure benefit and pension programs are delivered to employees effectively and efficiently

What weâ€™re looking for:

- An organized multi-tasker who pays attention to detail
- A strong communicator who builds relationships
- A problem-solver with strong analytical skills

What youâ€™ll need:

- Diploma in administration or human resource management and at least two years of related experience (or equivalent)
- Certified Employee Benefit Specialist (CEBS) or Chartered Professional in Human Resources (CPHR) designation is an asset

### How to Apply

Click " Apply Now "