



# 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

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/16

## Human Resources Administrator

**Job ID** 90-88-6F-BB-C8-A9

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=90-88-6F-BB-C8-A9>

**Company** TIPI Group Of Companies

**Location** Winnipeg, Manitoba

**Date Posted** From: 2024-02-20 To: 2024-04-20

**Job** Type: Full-time Category: Human Resources

**Job Start Date** March 2024

**Job Salary** \$44,000+

**Languages** English

### Description

Are you passionate about making a meaningful impact to make workplaces better Do you thrive in dynamic environments where every day brings new challenges and opportunities for growth If so, we want you to be a part of our team!

We have a unique role working both with our internal HR department and our HR consulting team. As an HR Administrator, you'll play a crucial role in supporting consultants with various project tasks for external clients as well as ensuring smooth HR admin internally. From survey creation to employee orientations, will be exposed to all aspects of HR for an exciting career growth opportunity.

#### Job Duties and Tasks

##### Project Assistance

- Support consultants with survey creation, distribution, and tracking
- Format documents for projects, reports, and other materials
- Organize and update team resources.
- Draft proposals according to project specifications
- Provide administration and tracking for projects.

##### Internal Administration

- Enroll and update team members' information in benefit, pension, and employer systems.
- Maintain employee files.
- Conduct orientations and registrations for new employees
- Develop and Maintain Recruitment databases.
- Assist with employee questions and requests.
- Book and monitor department lead training

### Experience

You either have an education in Human Resources or several years experience as an administrator. Experience working with Indigenous business', communities and cultures is an asset.

### Essential Skills

- Effective Communicator
- Strong attention to the details in written communication and organizational systems
- Basic understanding of employment standards (multi provincial and Federal) and ethical practice

**Work Environment**

On site office environment

**How to Apply**

Email resume and cover letter to [HR@tipipartners.com](mailto:HR@tipipartners.com)