



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Human Resources Trainee**
 Job Code: ADM573
 Department: Human Resources
 Reports to: Human Resources Manager

Date Posted: 13-Jul-21
 Date Closed: 27-Jul-21
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Two Year Contract with possibility of full-time. Includes Health & Dental Benefits.
 Availability & Term: Approx. Start Date: August 2021
 Remuneration: \$20.78 to start, move to \$21.59 after 3 months.

JOB PURPOSE/SUMMARY

This developmental career opportunity will complete a training plan incorporating core responsibilities, opportunities to learn all functional areas as well as an educational component. Based on demonstrated success in the role there will be opportunities for progressive advancement.

QUALIFICATIONS

- Education:**
 - College Diploma preferred or willing to obtain.
- Skills and Abilities:**
 - Positive demeanour, hard working and team oriented.
 - Excellent communication and interpersonal skills.
 - Strong organizational skills with an attention to detail and accuracy.
 - Flexible self-starter with ability to meet deadlines.
 - Ability to handle sensitive and confidential information required.
 - Proficient in Microsoft Office Suite.
 - Valid Class G Drivers Licence.
 - Desire to grow and develop in the field.
- Experience:**
 - Experience working in a high volume fast paced environment preferred.
 - Experience with office administration including data entry and filing an asset.
- Other:**
 - A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated:

8-Jul-21

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KEY JOB FUNCTIONS/RESPONSIBILITIES

The training plan will be adaptable to the skills and qualifications of the trainee and will be flexible to accommodate the education component as required.

Duties will include:

- Provide administrative support for the day to day operations of the department in a professional, knowledgeable and courteous manner.
- Learn and assist with a wide array of Human Resources functions including recruitment, compensation, benefits, performance management, rewards & recognition and training.
- Learn and become proficient at using HR software programs.
- Learn and become familiar with RFN policies & procedures and relevant employment legislation.
- Participate in a variety of Human Resources processes and initiatives to broaden experience and knowledge base.
- Participate in training and education opportunities to grow and develop in Human Resources.
- Other duties as may be required to ensure the smooth operation of the department.