



Lax Kw'alaams Band

206 Shashaak Street,
Lax Kw'alaams, B.C. V0V 1H0
PH: 250-625-3293 F: 250-625 -3246

JOB OPPORTUNITY

Human Resources Assistant Full Time

Date Classified: June 12, 2024

Location: Lax Kw'alaams, BC

Business Unit: Administration

Reporting to: Human Resources Manager

The Lax Kw'alaams Band and the Administration Office have an opening for a full-time Human Resources Assistant. The duties involve a wide range of administration tasks while being available for employee concerns, ensuring smooth communication and prompt resolution of requests and questions. Excellent organization and strong communication skills are considered an asset.

Duties and Responsibilities will include but not be limited to:

- Provide clerical and administrative support
- Compile and update employee records ensuring they are kept confidential
- Process documentation and prepare reports
- Coordinate HR projects, meetings, training, surveys
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist payroll by providing relevant data
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update job boards

Education, Experience and Knowledge:

- Proven experience as an HR assistant, office support or relevant human resources/administrative position
- Competence in computer systems including MS Office
- Diploma or degree in HR/ Business or related field, HR Certification considered an asset
- Combination of work experience and education will be considered

Personal Skills:

- High level of confidentiality required
- Excellent organizational skills
- Strong communications skills and conflict resolution skills required
- Professional and respectful at all times
- Diligent worker and is committed to a daily schedule
- Detail oriented, remain calm under pressure



Lax Kw'alaams Band

206 Shashaak Street,

Lax Kw'alaams, B.C. VOV 1H0

PH: 250-625-3293 F: 250-625 -3246

Compensation & Benefits

- Wages- \$ \$26.58 per hour or as per the Collective Agreement
- Union position
- Health, Dental Benefits, Group Pension
- This position is open to all genders

Submission Deadline:

- June 30, 2024
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry
- We invite all interested parties to reply in the strictest confidence to the Human Resources email:
hr_mgr@laxband.com