



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY HR Assistant

Posting Date:	May 27, 2025
Classification:	3 month term, with possibility of extension
Supervisor:	Paul Fortin, HR Manager
Hours of Work:	35/week
Salary:	\$20.00/hr
Closing Date:	June 10, 2025
Vacancy Status:	Existing

Overview

Beausoleil First Nation is hiring a detail-oriented, dependable Human Resources Assistant to join the HR team for a 3-month term, with the possibility of extension. This role supports the administrative operations of the HR department, including file management, scheduling, communications, and onboarding support. The successful candidate will have prior experience in human resources or office administration, strong technical skills, and a willingness to learn in a fast-paced environment.

Key Responsibilities Include:

- Maintain accurate digital and paper employee records.
- Prepare interview materials and assist with scheduling and reference checks.
- Draft and format letters, briefing notes, and HR documents using Word and Google Docs.
- Create and update job postings; track applicant data.
- Support onboarding by assembling new hire packages and checklists.
- Maintain internal spreadsheets and recruitment trackers.
- Monitor and organize HR email accounts; forward information as required.
- Collect timesheets and assist with documentation related to payroll and benefits.
- Support day-to-day HR operations and attend HR team meetings.

Requirements:

- Experience in human resources or administrative support.
- Familiarity with digital file systems, Google Docs, Microsoft Word, and Excel.
- Comfortable using shared drives, templates, and document naming conventions.
- Strong attention to detail, including clear and correct punctuation and grammar.
- Interest in HR processes, organizational systems, and professional development.
- Reliable, punctual, and responsive to feedback.
- Positive attitude and willingness to learn new tools and systems.
- CPIC (Criminal Record Check) required before start date.

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment related reference contacts

Email applications are preferred and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.