



# Penticton Indian Band

841 Westhills Drive,  
 Penticton, British Columbia  
 Canada V2A 0E8  
 Telephone: 250-493-0048 Fax: 250-493-2882

<b>Position Title:</b>	<b>Executive Assistant &amp; HR Coordinator</b>	<b>Classification:</b>	7-8 based on experience and education
<b>Department:</b>	Human Resources	<b>Working Hours:</b>	35 per week
<b>Status:</b>	Full-Time, Permanent		
<b>Responsible To:</b>	Sr. Human Resource Manager		
<b>Location:</b>	PIB Band Office, 841 Westhills Dr, V2A 0E8		

### Job Summary:

Reporting to the Sr. HR Manager, the position is generally responsible for Coordination of meetings, interviews and personnel file handling, general communication to staff. The position will also play an important role of encouraging and raising health and safety awareness in the workplace by organizing monthly JOHS committee meetings with the Safety Officer. The position will ensure that PIB and its workforce are able to prevent and reduce health and safety hazards by keeping PIB workplace in compliance with BC Health and Safety regulation. Collecting employment data, communicating with staff on announcements and internal communications.

### Core Competencies:

- Communication
- Organization skills
- Adaptable
- Quality
- Teamwork
- Ethics
- Passion
- Self-motivation
- Vision

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Answer telephone calls, emails, or other inquiries as required and ensures messages are directed to appropriate individuals;
- Record minutes and action items from Human resource's regularly scheduled team meetings;
- Internal communications to Staff and Managers;
- Filing, organizing and digitization of personnel files to Xyntax and Personnel file;
- Coordination of meetings including set up, booking offices, and contacting those required;
- Receptionist and front of office resources, take in documents and hand them to staff and applicants;
- Notifying employees who need continuing education or on-the-job training about upcoming classes or deadlines to renew licenses or certifications;
- Recording complaints from employees when needed;
- Using Xyntax to monitor employees' attendance, the hours they work, and their use of vacation and sick days;
- Provide in-depth, practical knowledge of the workplace and offer the best solutions to safety problems;
- Members meet regularly to identify hazards in the workplace, make recommendations to the employer and follow up on safety issues;
- Conduct regular workplace inspections;
- Investigate accidents and incidents with safety officer;
- Communicate any work process or environment changes that may impact worksite health and safety to management;
- Attend to worker concerns about worksite health and safety;
- Inform management of corrections to potential hazards;
- Consult and liaise with workers and management on all workplace health and safety matters;
- Data collection for organizational metrics;
- Other duties as agreed upon.

## **Accountability**

- Reports directly to Senior Manager Human Resources;
- Reports to Senior Generalist on projects

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Human Resources Diploma or extensive Executive Assistant experience

### **Other Certification, Licenses, Designations and/or Training**

- Maintains updated knowledge and strong technical expertise of Safety, JOHS Committee Training
- First Aid

### **Specific Job Skills and Levels**

- Excellent speaking and listening skills to share information effectively, while paying careful attention to concerns and questions from employees and job applicants.
- Flexible and controlled under crisis situations.
- Outstanding written and verbal communication skills
- Negotiating skills
- Understanding of the products or services the business provides, the industry that the company works in, and the benefits that employees at similar businesses usually expect
- Ability to analyze and interpret employee surveys and other data
- Decision-making skills: For reviewing applicants' qualifications and for working to resolve employee disputes.
- Detail-oriented: When ensuring the workplace is compliant with labor standards and when maintaining records regarding employee grievances, performing background checks, and reviewing candidate qualifications.
- Interpersonal skills: For interacting with new employees while conversing and connecting with people from various backgrounds and experiences.
- Working proficiency with MS Office applications, including Outlook, Word and Excel, and internet applications.
- Ability to develop and ensure compliance with Safety and Quality Standards
- Problem solver with solid analytical skills and the ability to trouble shoot as the need arises.

### **Minimum Level of Experience**

- 3-5 years of related experiences

### **Personality Traits (Required to be successful in position)**

- Highly organized
- Time management
- Priority setting skills
- Making sound decisions
- Reliable

## **Working Conditions:**

- The work is performed in an office or field environment and may require travel to remote sites
- The work involves long hours and can be stressful when managing numerous projects under tight deadlines.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as require and approved

\* Working environment and safety protocols of the highest calibre, working in a private office with face masks worn in all general areas. Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

### **Deadline:**

Posted until closed

**Send your Resume to Senior Manager, Human Resources**

**Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)**