



# Penticton Indian Band

841 Westhills Drive,  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

March 12, 2024

## Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>HR Administrative Assistant</b>	<b>Classification:</b>	4 - \$ 23.19 - \$ 28.65
<b>Department:</b>	Human Resources	<b>Type:</b>	Clerical with qualifications Grade 12 and beyond
<b>Status:</b>	Full-time; Permanent	<b>Hours of Work:</b>	35 hours per week
<b>Responsible To:</b>	HR Manager		
<b>Location:</b>	841 Westhills Drive, BC V2A 0E8		
<b>Deadline</b>	<b>Wednesday March 27h, 2024</b>		

### Job Summary:

Under the supervision of HR Manager, the HR Administrative Assistant will assist the HR Administration with the overall day to day administrative requirements for the effective and efficient functioning of the Human Resources Department. The HR Administrative Assistant will perform a variety of personnel-related administrative tasks and will support the HR department in duties such as posting job ads, updating HR database and processing employees' requests. The HR Administrative Assistant will require excellent organizational skills and the ability to handle sensitive information confidentially. This role is crucial in supporting Human Resources functions within our organization. This position will work as part of a team with the HR Generalist.

### Core Competencies:

- Strategic Thinking
- Time Management
- Ethics and Integrity
- Communicating
- Empathy, patience
- Planning and Organizing
- Critical Thinking
- Accountable/Dependability
- Team Oriented / Interpersonal
- Decision Making
- Approachable
- Problem Solving
- Stress Management
- Professionalism
- Listening skills

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Provide administrative support for HR executives
- Attend, and record meeting minutes of the meetings
- Maintain employee records (soft and hard copies)

- Manager and update HR databases
- Using Xyntax and HRdownloads to keep track of new hires, terminations, sick leaves, warnings, vacation, days off, complaints, incidents, etc.
- Assist in payroll preparation by providing relevant data, like absences, bonus, and leaves
- Prepare paperwork for HR policies and procedures
- Process employees' requests, answer their questions and provide relevant information.
- Coordinate HR projects, meetings, and training seminars
- Assist to post job ads on PIB Websites, careers pages and process incoming applications.
- Maintain schedule and coordinate calendar activities
- Answer telephone calls and provide needed information
- Prepare reports and presentations for internal communications
- Help organize and manage new employee orientation, on-boarding, and training programs
- Maintain confidentiality and handle sensitive information with discretion
- Facilitate communication between departments and teams within the organization

### **Qualifications/Requirements:**

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

- Grade 12

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

- Experience working with Microsoft Office programs
- Hands on experience with Xyntax
- Related courses and training (to include intermediate computer skills, customer service, professional writing etc.)

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

- Ability to set priorities, meet deadlines and multitask in a fast-paced environment
- Articulate, friendly, personable, professional, and comfortable dealing with other staff, Band Members, and Public.
- Ability to effectively use computer software
- Ability to compose letters, forms, reports and spreadsheets
- Exceptional administrative, organizational, time management and interpersonal skills
- Excellent written and verbal communication
- Ability to work under pressure and conflict resolution skills
- Ability to follow written or oral instructions and take initiative as needed
- Able to be discreet and have a high level of confidentiality
- Act as a reliable and supportive team member
- Problem solver with solid analytical skills and the ability to trouble shoot as the need arises

#### **Minimum Level of Experience**

- Previous experience in Human Resources and/or administrative work

**Asset:**

- Diploma in Human Resources or related field
- Valid driver's license with clean abstract.
- Previous experience working with First Nations communities would be an asset
- Proficiency in Microsoft Office Suite

**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
- Flexible working in an office environment as a team or independently
- Overtime may be required

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager  
Penticton Indian Band**

**Mail:** 841 Westhills Drive Fax: (250) 493-2882  
Penticton, BC V2A 0E8 Email: [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*