



Casual Compensation Human Resources Officer

Casual, no guarantee of hours

JOB SUMMARY:

The Casual Compensation & Human Resources Officer is responsible for carrying out a variety of general Human Resources functions and administrative activities.

- Maintains a variety of database, tracking and reporting systems related to staffing, grievances, performance appraisals, human resources statistics, WSCC, etc. for internal as well as GNWT Department of Health and Social Services reporting requirements.
- Maintains and archives confidential human resource corporate personnel files and general office files.
- Provides administrative support to the Professional Development Initiative Committee (PDI) and prepares summary reports to the GNWT in support of funding requests.
- Provides administrative support to the Job Evaluation Committee and Job Evaluation Appeals Committee.
- Prepares, formats, edits and prints a variety of documents and reports on a routine and ad hoc basis using word processing, spreadsheets, and Crystal Reports at the request of the Human Resources Manager for input to the senior management team and/or the Public Administrator.

JOB QUALIFICATIONS:

- Post- secondary education related to business management, human resources and/or benefits administration.
- Strong interpersonal communication skills and the ability to relate with tact and diplomacy to co-workers, management, candidates, the public, service providers and others in a diplomatic and professional manner, and with gender, age, and cultural sensitivity.
- Good organizational skills and the ability to multi-task.
- Analytical and problem solving skills to research, analyse and problem solve unique compensation issues and recommend appropriate solutions in unusual or precedent setting situations.
- Excellent Customer Service skills.
- Ability to work independently with a high degree of initiative and little day-to-day supervision.
- Proven computer skills and the ability to utilize specialized human resources information and report writing software systems and technology.
- Proficient in general office practices and procedures.
- Effective verbal and written communication skills

Salary: \$38.92 per hour (Range 13)
Status: Casual, no guarantee of hours
Competition #: 021-21
Closing Date: Open

In addition to an attractive salary, we offer a Northern Allowance of approx. \$2.60 per hour up to \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Applicants must submit a resume, quoting Competition number to:

**Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway
Hay River, NT X0E 0R6
Fax: 867-874-8345
hrhssa_competitions@gov.nt.ca**

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*