



Island Lake First Nations Family Services

is seeking applicants for a

Human Resources Assistant – Winnipeg

1 FULL TIME POSITION

BACKGROUND

Island Lake First Nation Family Services was originally established and operated under the auspices of the Awasis Agency of Northern Manitoba on April 30, 1983. On April 21, 1997, Island Lake First Nation Family Services was incorporated as its own agency.

Island Lake First Nations Family Services consists of four communities: Garden Hill First Nation, St. Theresa Point First Nation, Wasagamack First Nation, and Red Sucker Lake First Nation with the total population of well over 10,000 people.

POSITION OVERVIEW:

The Human Resources Assistant is responsible for providing administrative assistance and support to the Human Resource Department, completing a variety of transactions related to Human Resources. These include but are not limited to, job postings, recruitment and selection, maintaining various employee reports, processing of employee status changes, processing Human Resource related documents and correspondence, providing administrative support for attendance management, file maintenance and general correspondence (written and oral) with management and staff.

KEY RESPONSIBILITIES:

- Assist with day-to-day HR functions and duties.
- Answer and direct emails, phone calls, and in-person communication.
- Assist with the recruitment processes, including job postings, scheduling interviews, reference checks and managing candidate communications.
- Maintain accurate and up to date employee records.
- Onboard new employees, including preparing orientation materials.
- Proofreading, photocopying, scanning, and uploading documents.
- Other duties as assigned.

QUALIFICATIONS:

- Grade 12 Diploma, relevant college, post-secondary, and/or professional certificate in Human Resources Management.
- Attention to detail, organizational and time management skills.
- Ability to set up and maintain databases and spreadsheets required and performs data entry.
- Demonstrated proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook) required.

- Must have excellent communication, organizational, and interpersonal skills.
- Must be a well-organized team player with the ability to prioritize, work in a fast-paced environment and apply other initiatives.
- Must be able to work independently and complete assignments within deadlines.
- Must maintain strict confidentiality.
- Possess a valid driver's license and access to vehicle.

SALARY: Starting salary will be commensurate with qualifications and experience. The range for the classification is \$36,521 - \$52,503 annually.

COMPETITION #: 00002 - 26

APPLICATION DEADLINE: February 18, 2026

Island Lake First Nations Family Services provides competitive compensation, excellent benefits including matching pension plan, and a positive work environment.

HOW TO APPLY:

Applications must include the competition #, a cover letter, current resume, and a list of three (3) professional references. One (1) reference must be from a direct supervisor with your most recent employer. Consent to contact references is also required.

Human Resources

Island Lake First Nations Family Services

Email: hr@ilfnfs.ca

Fax: 204-783-3088

Preference will be given to Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.

WE THANK ALL WHO APPLY AND ADVISE THAT ONLY THOSE SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.

AS A CONDITION OF EMPLOYMENT, THE SUCCESSFUL/CANDIDATE WILL BE REQUIRED TO SUBMIT A CLEAR CRIMINAL RECORD CHECK (INCLUDING VULNERABLE SECTOR CHECK), CHILD ABUSE CHECK, AND WILL BE SUBJECT TO A PRIOR CONTACT CHECK.

Please visit our website at www.ilfnfs.ca