Job Posting
Human Resources Assistant
* Indefinite Term Position*

About SERDC: Human Resources Assistant

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **November 26th, 2026, at 4:00PM.**

How to Apply: Apply on our website and specify the position of interest **https://serdc.mb.ca/careers.**

Job Title	**Human Resources Assistant**
Reports To	Director of Human Resources
Division	Human Resources

Job Purpose

Under the direction of the Director of Human Resources and the day-to-day guidance of the HR Partner, the Human Resources Assistant is responsible for providing administrative and operational support to the Human Resources function. This position assists with recruitment, onboarding, employee records management, payroll, and general HR processes while ensuring confidentiality, accuracy, and compliance with organizational policies and applicable legislation.

Duties and Responsibilities

1. **Human Resources Administration**
   - Maintain and update employee files, HRIS systems, and confidential records.
   - Updated the HR related SharePoint sites, as required.
   - Prepare and collect HR-related documents (letters, forms, reports, memos, surveys)
   - Support policy updates, document control, and filing systems.
   - Assist with tracking and maintaining records for performance evaluations, employee training, and background checks, ensuring accuracy, completeness, and compliance with organizational requirements.
   - Reconcile Human Resources credit card expenses, ensuring all transactions are accurately recorded, supported by appropriate documentation, and submitted in accordance with financial policies and timelines.
   - Assist with the administration of corporate cell phones, including tracking inventory, assigning devices, maintaining user records, and updating the staff listing.
   - Respond to general HR inquiries from staff in a timely and professional manner.

2. **Recruitment, Onboarding, and Offboarding**
   - Assist with job postings, screening resumes, phone screening, and scheduling interviews
   - Coordinate interview logistics and candidate communications
   - Facilitate the onboarding process for new hires to ensure a well-coordinated integration into the organization, including preparation and completion of new hire documentation, issuance of identification tags and access keys, and coordination with IT for system access and equipment setup.

- Participate in career fairs and other similar events.
- Assist in employee offboarding, ensuring final paperwork and necessary procedures are completed in a timely manner.

3. **Payroll and Benefits Support**
   - Support employee benefits enrolments and changes, ensuring accurate documentation, timely processing, and coordination with benefits providers in accordance with plan requirements.
   - Assist with the pension and benefits reconciliation.
   - Crosstrain in payroll processes and provide backup support for payroll processing, ensuring accuracy, timeliness, and continuity of operations during absences or peak periods.

4. **Special Initiatives**
   - Coordinate and manage assigned projects and events.
   - Participate as a member of internal committees, as required, contributing to discussions, initiatives, and organizational objectives.
   - Provide backup support to the Receptionist/Administrative Assistant (6th Floor) role ensuring continuity of front-line service and administrative operations.

5. Other related duties as assigned.

Qualifications/Skills

Education

- High School Diploma or equivalent.
- Diploma or certificate in Human Resources, Business Administration, or related field

Knowledge, Skills and Experience

- 1-3 years' experience in a HR support role or related position.
- Knowledge of HR processes and employment standards
- Proficiency in Microsoft Office (Word, Excel, Outlook) and HRIS systems
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to handle sensitive information with confidentiality and professionalism, and familiarity with privacy standards
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in documentation, data entry, and reporting.
- Problem-solving and decision-making skills for day-to-day administrative challenges.
- Ability to operate office equipment, including phones, fax machines, photocopiers, scanners, and other technology.

- Ability to manage multiple tasks and projects simultaneously while maintaining quality and efficiency.
- Ability to work independently as well as collaboratively in a team environment.
- Possess a valid Class 5 Driver's License

Working Conditions

- Standard office hours with occasional flexibility required for meetings or events.
- Work in an office environment with continual interruptions and multiple demands.
- This role may require occasional travel between different office locations or attending external meetings and events in communities.
- The role may involve a moderate level of stress while fulfilling the responsibilities associated with the position.
- Possess a valid Class 5 driver's license with reliable vehicle.