



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Assistant

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: October 13th, 2026

Tentative Interview Date(s): October 19th/20th, 2026

Position Summary

The Human Resources Assistant assists with the administration of the day-to-day operations of the human resources functions and duties. The HR assistant carries out responsibilities in some or all the following functional areas: recruiting, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

Responsibilities

The HR Assistant has partial responsibility for these areas:

- recruiting and staffing logistics;
- performance management and improvement tracking systems;
- employee orientation, development, and training logistics and recordkeeping;
- assisting with employee relations;
- personnel committee facilitation and participation;
- company employee communication;
- compensation and benefits administration and recordkeeping;
- employee safety, welfare, wellness, and health reporting; and
- employee services;
- maintaining employee files and the HR filing system;
- assisting with the day-to-day efficient operation of the HR office.

Primary Objectives:

- Safety of the Workforce
- Human Resources Information Systems (HRIS – ADP)
- Benefits Administration
- Training and Development
- Employment
- Employee Relations
- Compensation
- Organization Development
- Executive Administration

Other:

- Assumes other duties as assigned

Knowledge, Skills, & Abilities

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Effective oral and written communication skills.
- General knowledge of various employment laws and practices.
- Experience in administration of benefits and other HR programs.

- Excellent interpersonal skills.
- Skills in database management and record keeping.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.

Minimum Requirements

- A Post-Secondary diploma is required – Human Resources, Executive Office Administration, Business Administration.
- One to two years of administrative experience, plus Human Resources diploma or willing to obtain
- One to two years of human resources experience preferred;
- Experience in the recruitment and selection process preferred;
- Professional in Human Resources (CHRP) certification an asset

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Human Resources

Or

humanresource@aamjiwnaang.ca with subject line: JOB APPLICATION: HUMAN RESOURCES ASSISTANT

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca