



# Cowessess First Nation #73

## Employment Opportunity

**Position:** Human Resource Specialist  
**Classification:** Full Time

**Job Summary:** The HR Specialist is responsible for providing support and guidance to management and employees. Utilizing CFN Personnel Policy, the Specialist will keep up to date job descriptions on file, develop job evaluation tools, assist the Employer with employee relations, oversee the confidential filing system(s), ensure consistent new employee orientations, benefit administration and HR reporting. Provides the overall coordination of human resource processes and the implementation of HR policies to support the management of operations in the delivery of programs and services to employees of the Cowessess First Nation.

### Qualifications:

- Completed formal education certification and 2 years direct experience; or a minimum of five (5) years of direct experience in areas of human resource management, administration or financial management.
- Knowledge of Cowessess First Nation, Inherent and Treaty Rights, federal laws, regulations and guidelines governing aspects of operations and human resources
- Knowledge of modern principles, practices, and procedures of public administration
- Skill in managing complex internal relationships
- Excellent communication skills, verbally and written
- Excellent organizational skills and ability to meet deadlines
- Be motivated, autonomous and a team builder
- Ability to travel
- Possess a valid driver's license
- Be professional, punctual, and reliable
- Submit a current criminal record check

Please Forward **resume** and **three (3) written references** to:

Cowessess First Nation  
P.O. Box 100  
Cowessess, SK S0G 5L0

[ava.acoose@cowessessfn.com](mailto:ava.acoose@cowessessfn.com)  
Tel: (306) 696-2520/Fax: (306) 696-2767

**DEADLINE** for resumes shall be no later than 4:30 p.m. May 16, 2019.

Only those selected for an interview will be contacted.