

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	HR Generalist	Posting Date:	08/04/2022	Closing Date:	Until Filled
Department:	Human Resources	Status:	Regular Full-Time		
Duty Location:	Binger, Oklahoma	Salary:	\$18-24 per hour		

Job Summary:

Under the supervision of the Human Resources Director, the HR Generalist conducts a review of job descriptions, job requirements, and qualification requirements for recruitment purposes; maintain all personnel, benefits, and performance records; coordination of employment benefits with providers, employees, and insurance representatives; and work with payroll to resolve any time and attendance issues. Respond to employment related inquiries, verifications of employment, and OESC unemployment claims. Provide employment information and orientation to newly hired employees. Respond to inquiries from potential applicants for vacancy information and application procedures. Serve as a liaison between the employing organization and external payroll and/or benefits providers and vendors.

Qualifications:

2 - 4 years of completed higher level education in human resources, business administration, or related field; or 3 or more years of experience in human resources or an administrative capacity including personnel, payroll, performance management, employee relations, benefits, pay and leave administration, and HR compliance.

Knowledge of personnel policies and procedures, payroll functions, and employment laws.

Proficiency in MS Office or related software, and related business and communication tools.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

- Strong independent thinking, problem-solving skills, interpersonal, and organizational skills
- Excellent verbal and written communication skills.
- Organizational and time management skills.
- Maintain highly sensitive and protect confidential information at all times.
- Valid Driver's License and insurable for liability insurance.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	cwheeler@mycaddonation.com