



CROSS LAKE EDUCATION AUTHORITY

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CAREER OPPORTUNITY

Cross Lake Education Authority

Human Resources Clerk – Human Resources Department

Cross Lake, MB

Full Time Position (10 Months)

Competition #2026-07

Cross Lake Education Authority invites applications for the position of one (1) full-time **Human Resources Clerk**. This position is based at the Otter Nelson River School in Cross Lake, MB.

About the position:

Under the direction of the Human Resources Manager, the Human Resources Clerk will be responsible for maintaining accurate and up-to-date employee records and supporting daily HR operations across the Cross Lake Education Authority.

The position will coordinate and monitor employee attendance and leave records, assist with staff onboarding and orientation documentation, respond to general employee benefit and leave inquiries, and support the maintenance of confidential personnel files. The HR Records Clerk ensures employee information is organized, confidential, current, and available for reporting and operational needs.

QUALIFICATIONS

Education:

Diploma or certificate in Human Resources, Business Administration, Office Administration, or a related field from a recognized post-secondary institution, or a combination of education and relevant experience.

Experience:

- Experience working in an administrative or clerical role involving records management or data entry
- Experience working with confidential information and maintaining organized filing systems
- Experience supporting HR processes such as attendance tracking, onboarding, or employee documentation is considered an asset

Knowledge and Abilities

- Strong organizational and record management skills
- Ability to maintain accurate data entry and reporting systems
- Knowledge of Microsoft Office programs including Word, Excel, and Teams
- Ability to manage confidential information with professionalism and discretion
- Strong attention to detail and ability to prioritize multiple tasks
- Strong communication and interpersonal skills

REQUIREMENT

- Valid Manitoba Drivers License and Current Drivers Abstract.
- A majority of CLEA employment positions are considered “safety sensitive positions” (working with children) that may require drug testing of employees, as a condition of employment, if a manager/supervisor has reasonable cause to suspect that an employee is under the influence of an illegal drug. This authority for this policy is under the Cross Lake Band of Indians By-law #279-105-25. A by-law to Prohibit Illegal Drugs.
- The successful candidate will be required to provide a Criminal Record Check and Child Abuse Registry Check at start of employment and updated checks every two (2) years during employment

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

Deadline to apply: **Open until filled**. We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>