



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Woodland Wellness Centre is inviting applications for the following **Permanent Full-Time** position based out of the **Administration** Department in **La Ronge, SK**:

Human Resource Clerk

Under the general supervision of the HR Officer, the Human Resource Clerk will assist in overseeing and coordinating specific aspects of human resource management initiatives aimed at improving individual and organizational performance. The Human Resource Clerk is a vital part of Human Resources and performs independent, varied and confidential administrative duties and relying upon the detailed knowledge of the Personnel Policy Manual to carry out the duties.

The suitable candidate will be able to perform the following duties:

- Maintain accurate, up-to-date, and complete personnel records;
- Researching files & policies to provide information requested;
- Consult with Human Resource Officer/Director on inquiries regarding interpretation of clauses in LLRIB Personnel Policy Manual;
- Develop and maintain employment contracts;
- Prepare all correspondence related to competitions such as acknowledgements, invitations for interviews, invitations to interview panels, rejection letters and prepare letters of offer of employment;
- Assist with benefits administration, including enrollment, changes, and inquiries;
- Maintain HRIS (Human Resources Information System) software and update employee record on BambooHR and Payworks;
- Ensure compliance with federal, state, and local employment laws and regulations;
- Prepare and post notices and advertisements and collect resumes and prepare screening and interview packages;
- Schedule screening and interview meetings and participate in interview process;
- Maintain and update interview guides, and job advertisements;
- Check prospective employee references;
- Maintain human resources information and related records systems in compliance with applicable legislation;
- Attend and participate in workshops, meetings, seminars and conferences when requested by the Immediate Supervisor.
- Any other task as assigned by the supervisor.

The suitable candidate will possess the following qualifications:

- Post-secondary education in Business or Office Administration Program;
- Experience in Human Resources;
- Computer skills, primarily in word processing;
- Work independently with minimal supervision;
- Organizational skills and manage multiple priorities and deadlines;
- Understand and demonstrate the principles of confidentiality;
- Ability to read and interpret legislation;
- Ability to effectively communicate both verbally and in writing;
- Ability to interpret and implement company policies and procedures;
- Ability to prioritize and manage conflicting demands;
- Ability to work individually as well as part of a team;
- Demonstrated time management skills;
- High level of integrity and work ethic;
- Knowledge of and exposure to a range of human resources activities, including some of the following recruitment, employee relations, and employee communications;
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion;
- Must possess a Class 5 license and own a vehicle;
- **Must** provide a satisfactory Criminal Record Check/Vulnerable Sector Check, and SGI Driver's Abstract.

Date of Posting: July 14, 2026

Deadline: Until Suitable Candidate is Found

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office
Woodland Wellness Centre
Box 850
Air Ronge, SK. S0J 3G0

Phone: 306-425-9109
Fax: (306) 425-9108
E-mail: hrinfo@woodlandwellness.ca
Website : <https://llrib.com/llrib-jobs/>

NOTE: Please be advised applications received without the proper documentation shall not be considered. In the cover letter, please indicate permission to contact references. Your references **MUST be people who you reported to and had direct supervisory authority over you. Also, please provide your Criminal Record/Vulnerable Sector Check and Driver's Abstract with your application.**

- Telephone interviews will not be granted. However, an interview via Teams may be granted.
- LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted.
- Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.