



**JOB POSTING
HRIS SPECIALIST
ONE-YEAR TERM
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: SP06 ST 3 \$28.5454/ HOURLY
DEADLINE TO APPLY: FEBRUARY 5, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Program Manager the Human Resource Information System (HRIS) Specialist maintains quality and consistency of HRIS database information: ensuing personnel actions are in compliance with current Human Resources policies and guidelines. The HRIS is utilized to collect and store data of MCA's workforce. This position also provides general Human Resource administrative support as needed. The incumbent is responsible to maintain HRIS functionality and serves as the HR Program subject matter expert of the HRIS system.

QUALIFICATIONS:

- Bachelors Degree in Human Resources, Business Administration or related field of study with 2 years work experience in related field;
- **OR**
- 2 year Post Secondary Diploma in Human Resources or related field of study with 4-years work experience.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0