



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Human Resource Assistant – (Full Time - Regular)**

**Summary:** Under supervision, the Human Resource (HR) Assistant will assist with the administration of the day-to-day operations of the human resources functions and duties. The HR Assistant carries out responsibilities in some or all of the following functional areas: administrative tasks/duties, department development, HRIS, employee relations, training and development, time keeping, organization development, recruiting, and employment.

**Employment Qualifications:** A qualified candidate offers:

- High School Diploma or GED; and
- work experience of two (2) or more years as a Human Resource assistant or administrative similar; and
- strong communication and organizational skills; and
- ability to hold to a high standard of confidentiality in all aspects of position and responsibilities; and
- technical skills of a basic to intermediate user of MS Office software, computers, and office equipment.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE6

**Hiring Range:** \$11.92 - \$14.92

**Status:** Non-Exempt /Hourly/Biweekly pay

### **Application Instructions:**

Obtain an application form and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov); or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov).

To apply please submit completed application, cover letter and resume, no later than 5 pm on **January 29, 2019** to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
fax: (231) 398-9101; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov); or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov).

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes: passing a pre-employment drug test, passing an extensive background investigation in accordance with Tribal Government requirements; successfully completing a 90-day introductory period, possessing a valid Driver's License throughout employment, and being insurable under the Tribe's auto insurance policy.**

Posted – 01/15/2019

**Remove – 01/29/2019**