



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: HR Specialist – (1- Full Time – Regular).

Summary: Under supervision, the Human Resource Manager, the HR Specialist will assist with the administration of the day-to-day operations of the human resources functions and duties. The HR Specialist 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:

Minimum Necessary Qualifications –

- High School Diploma or GED; and
- Work experience of three (3) or more years administrative experience in a Human Resource office setting or a combination of one (1) year of business office experience and two (2) years administrative experience in an Human Resource office setting; and
- Strong communication and organizational skills; and
- Technical skills of an intermediate/advanced user of MS Office software – Office 365, computers, HRIS and office equipment; and
- Valid Michigan Operator License with a driving record that qualifies under the Tribe's auto insurance policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

Pay Grade: NE8

Hiring Range: \$15.00 - \$18.32 – **Commensurate with Verified Qualifications.**

Status: Non-exempt/Bi-weekly

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov (**under "Employment" heading**) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov . Fax: 231-331-1233

To apply please submit completed LRBOI application (fillable online or printable), cover letter, resume, any/all licensure(s), relevant certifications, a copy of Tribal ID front/back (if applicable), and a copy front/back of driver license to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov.

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and

previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Reposted – 05/24/2023

Removal – 06/07/2023