



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

**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 a 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
- 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, or apply online and obtain a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://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](mailto: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](mailto: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 – 08/28/2023**

**Removal – 09/11/2023**