



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 an intermediate 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: NE7 **Hiring Range:** \$13.11 - \$16.41 – **Commensurate with Verified Qualifications.**
Status: Non-Exempt /Hourly/Biweekly pay **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 or by contacting Human Resources at:

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

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

To apply please submit completed application, cover letter, transcripts for degree or class schedule, any/all licensure(s), relevant certifications, a copy front/back of driver license and resume to:

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

Phone: (231) 398-6859; Fax: 231-331-1233 Email: aliciaknapp@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.

Tribal Member Posting Period – 04/14/2022 through 04/23/2022

General Posting Period – Subject to outcome of Tribal Member selection process.