

Telephone: (306) 236-5654
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8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
S9X 1T8

Meadow Lake Tribal Council

Human Resources Officer Employment Opportunity

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- *This competition is open to all applicants; and*
- *Preference will be given to First Nation or other Indigenous applicants who possess the qualifications, knowledge and skills to meet the minimum suitability requirements as stated for the position*

The MLTC Human Resources Department is seeking a compassionate, dynamic, highly motivated individual to fill the full time, (6) six-month term position of Human Resources Officer. The HR Officer will be responsible for providing assistance to the Senior HR Officer, Director of HR and the HR Team, with technical and clerical support in such areas as recruiting, hiring, compensation, benefits, along with other relevant HR functions.

Duties & Responsibilities:

- Hire to Retire Process:
 - Recruitment and staffing activities for entry level, professional and technical job openings, i.e., posting job advertisements, support selection committees, interviews preparation, reference checks, letter of offers
 - Orientation/Onboarding
 - Exit interviews
- Assist with employee pay and benefits administration.
- Assist employees to understand and comply with MLTC Human Resource Policy.
- Records Management/Filing
- Online HR Information System – Management & Support
- Provide assistance with general office duties as required for HR activities.
- Complete other duties and projects as assigned.

Qualifications:

Minimum:

- Combination of education and experience will be considered.

Preferred:

- Certificate /Diploma in the field of Administration from a recognized institute/or equivalent work experience.
- Minimum of two years work experience in human resources/administration in a high paced office environment.

Other:

- Knowledge & experience with First Nations culture, tradition and beliefs.
- Ability to speak Cree or Dene a definite asset.
- Intermediate to advanced knowledge and experience in computer applications: Microsoft Office: Word, Excel, PowerPoint, Access & Outlook.
- Proven skill to format and draft correspondence and forms.
- Excellent communication skills (verbal/written), interpersonal skills, time-management skills, attention to detail, and organizational skills.
- Be familiar with and understand First Nations barriers/issues/culture.
- Willingness to travel occasionally and possession of a valid driver's licence.
- Preference will be given to individuals who speak Cree and/or Dene.

Interested applicants are invited to submit: A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance (Criminal Record Check), a copy of your valid driver's license, and three (3) current professional *supervisory* references.

**Human Resource Department
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For more information, please contact *Ann Christian, Senior HR Officer or Bernice Aubichon, Director of HR* at (306) 236-5654.

Deadline: Friday, January 2, 2026

MLTC sincerely appreciates and thanks all individuals for their applications, however, only those selected for an interview will be contacted.