



Position: Human Resources Director/ Chairman's Administrative Assistant
Schedule: Full time Monday-Friday 8:00AM-4:30PM
Reports to: Tribal Administrator

Minimum Requirements

- Bachelor's Degree in a Business or Human Resources related field preferred
- Experience working in Human Resources (3+ years)
- Strong time management and organizational skills
- Must be able to multitask and adapt
- Strong verbal and written communication skills
- Self starter and ability to work independently
- Must be able to maintain highest standards of confidentiality

Responsibilities and Duties

- Generate official internal documents such as offer letters, appointment letters, payroll action forms, employee counseling notices, etc.
- Track employee performance and ensure performance evaluations are conducted
- Maintain updated personnel files and make changes as needed to HRIS
- Creating onboarding platform and educate newly hired employees on HR policies, internal procedures and regulations
- Maintaining physical and/or digital files for employees and their documents, benefits and attendance records as needed
- Create job advertisements, update job descriptions, review applicants and conduct interviews
- Strong computer skills and experience with office management and communication software
- Ability to understand statistical data and mathematical concepts and how to apply them to HR processes
- Excellent leadership, training and developmental skills, and strong decision-making skills
- Ability to interpret labor laws set by governing authorities and organizations
- Excellent time management and organizational skills.
- Provide assistance to the Tribal Chairman for administrative tasks, such as drafting emails, letters, scheduling meetings
- Provide information to insurance for vehicle, equipment, and property
- Conduct background screenings and drug screenings as necessary
- Manage and be responsible for employee data confidentiality and integrity
- Coordinate and notify with benefits brokers of new employees
- Coordinate and notify IT, supervisory staff, Tribal Administrator, payroll, and/or other appropriate staff as needed for employee updates or inform of new employees
- Respond to unemployment claims and employment verifications
- Help facilitate meetings between employees and their supervisors
- Other duties as assigned

Excellent Benefits Package!

Drop off or send applications to Attn: HR 3345 B Thrasher Rd White Cloud, KS 66094 or email to jwalters@iowas.org. Applications accepted until 4:30PM 03/29/24