



**-EMPLOYMENT OPPORTUNITY-**  
**-HR Administrator –**

**LOCATION: KENORA**

**SUMMARY:**

To provide services specific to employee records, bookkeeping and administrative support to Bimose Tribal Council and its affiliated entities

**DUTIES:**

- Payroll Administration, including biweekly payroll submissions, month and year end reconciliations, benefit and pension plan administration.
- Maintenance of employee records including tracking of attendance, leave requests/authorizations, etc.
- Preparation of correspondence, reports, presentations, and other documents;

**QUALIFICATIONS:**

- Post-secondary diploma in business preferred;
- A combination of education and experience will be considered;
- Knowledge of Microsoft Office with a proficiency in Excel spreadsheets;
- Demonstrated ability and knowledge in office administration as well as bookkeeping procedures;
- Demonstrated ability to enter information effectively and efficiently into a database;
- Knowledge of computerized Payroll;
- Knowledge of Adagio Accounts payable system and general ledger;
- Knowledge of Anishinaabe language, culture, and traditions;
- Criminal record check required;
- Valid driver's license, access to an insured vehicle, and willingness to travel.

**SALARY:** Based on qualifications.

Along with their resume and cover letter applicants must submit a current criminal record check and three references with at least one from their last place of employment. A cover letter and a resume with three professional references must be submitted by **Friday April 19, 2019 at 4:00 PM.**

**PLEASE SUBMIT APPLICATION BY MAIL, E-MAIL, IN PERSON, OR FAX TO:**

**HIRING COMMITTEE  
C/o Bimose Tribal Council Inc.  
598 Lakeview Drive  
Kenora, ON  
P9N 3P7**

**Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: [reception@bimose.ca](mailto:reception@bimose.ca)**

Late applications will be returned. Only those applicants selected for an interview will be contacted. If you have further questions about the position, please feel free to contact Rose Greene, Comptroller at 468-5551 Ex. 223 or email at [rgreene@bimose.ca](mailto:rgreene@bimose.ca)