



EMPLOYMENT OPPORTUNITY

Executive and Human Resources Assistant

KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS, BUT OPEN TO ALL!

At Kiuna, our objective is to democratize access to post-secondary education for First Nations members. Our college has earned a reputation for its culturally adapted services and unique environment where programs, student services, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

Employment status: Permanent contract

Hours/week: 35 h (37 h 30 winter et 28 h summer)

Workplace: Kiuna Institution, 1205, QC-132, Odanak

Start date: As soon as possible

Annual salary: Between \$57 043 and \$75 739 according to the FNEC and Kiuna's salary scale

Description:

The Kiuna team is currently seeking to fill its Executive and Human Resources Assistant position. This person A key collaborator for management and working closely with the Human Resources Advisor, the Assistant provides administrative support in the day-to-day activities of the management team and contributes to the administration of HR-related files. The person in this role participates in the follow-up of administrative and HR processes, as well as in communication with various stakeholders.

Reporting to the Director and the management team, he/she is responsible for:

- Managing the Director's schedule and organizing meetings (invitations, agendas, minutes).
- Drafting, correcting, and formatting various administrative and official documents; translating when necessary.
- Reviewing and ensuring the linguistic quality and compliance of produced documents.
- Producing and monitoring registers, reports, and work tools.
- Supporting the HR Advisor in staffing, maintaining employee files and records, and monitoring payroll and benefits data.
- Preparing documents related to hiring, onboarding, contract terminations, and administrative changes.
- Providing first-line support to employees regarding payroll and benefits information.

Requirements

- College diploma (DEC) in Office Administration, Business Administration, Human Resources, or a related field.
- Minimum of two (2) years of relevant experience.
- Excellent command of French and English, both written and spoken.
- Proficient in Microsoft 365; knowledge of Acomba or ERP systems is an asset.
- Discretion, rigor, autonomy, and a collaborative spirit.
- Assets: experience working in Indigenous communities and knowledge of a First Nations language.

Working Conditions

Pension plan, holiday leave during the Christmas period, flexible cultural leave, three weeks of vacation from the first year, flexible work schedule, summer schedule, group insurance and telemedicine under certain conditions, available residences within walking distance, public transportation, work-family balance support, and more.

Application deadline: October 24, 2025, at 4:00 PM

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC- member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

To apply, please email your resume and letter of motivation to emploi@kiuna.ca

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

