Délı̨nę Got'ı̨nę Government
Our People. Our Future. Our Délı̨nę.

EMPLOYMENT OPPORTUNITY

Position:
Human Resource Clerk

Location:
Délı̨nę, NT

Department:
Human Resources

Closing Date:
Open until filled

The Délı̨nę Got'ı̨nę Government is seeking an organized and detail-oriented Human Resource Clerk to support the Human Resources team. Reporting to the HR Manager, this position provides day-to-day administrative support, helps maintain accurate employee records, supports payroll and attendance tracking, and assists with recruitment and onboarding activities. The HR Clerk plays an important role in supporting fair, respectful, and consistent employment practices in line with DGG policies, laws, and community values.

Key Responsibilities:

- Maintain accurate and well-organized HR files, job descriptions, and policy documents.
- Support the HR Assistant with setting up and maintaining records for casual employees.
- Collect and review bi-weekly timesheets, track attendance, and prepare attendance reports.
- Record and monitor vacation, sick leave, and other employee leave accurately.
- Assist with payroll and benefits updates related to employee or funding changes.
- Provide information and support to employees and supervisors regarding HR forms, benefits, and leave.
- Support recruitment, onboarding, and general HR administrative activities.
- Handle sensitive information respectfully and confidentially while working in alignment with Dene Laws and community values.

Qualifications:

- Post-secondary coursework in Human Resources and/or Office Administration
- Administrative or office experience in a similar role
- Equivalent combinations of education and experience will be considered
- Proficiency with Microsoft Word, Excel, and Outlook
- Strong organization, attention to detail, and communication skills

Working Conditions:

Office-based position in a busy work environment requiring frequent multitasking, extended computer use, and interaction with staff. Occasional long or irregular hours may be required to meet deadlines or special requests.

Additional Requirements:

- Position of Trust – Criminal Record Check required.
- Indigenous language ability is an asset.

Submit Cover Letter and Resume to:

Gleadia Nitsiza
Employment Officer
Email: **jobs@gov.deline.ca**