

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Benefits Administrator, Human Resources

DURATION:

Indeterminate, Full-Time
Nine (9) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,099.88 to \$1,242.38 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Tuesday, May 7, 2024 - 4:00 p.m.

REQUIREMENTS:

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to:

Applications@mck.ca

NOTE: All forms and requirements are listed on our website:

www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**



Job Title:	Benefits Administrator
Division:	Human Resources
Reports To:	General Manager of Human Resources
Name of Incumbent:	
<p>Purpose: Under the supervision of the General Manager of Human Resources, is responsible for the administration, processing, and coordination of the MCK Benefit programs and is the trustee for the benefits module of the HRIS.</p>	
<p>Roles & Responsibilities:</p>	
<p>To manage the administration, processing, and reporting requirements for all MCK Employee related benefit programs</p> <ul style="list-style-type: none"> • Administers and maintains all pension and group insurance enrollments, terminations, discontinuances, and client files; • Organize and manage the overall benefits operations, which include enrollments, terminations, disability claims, top-ups, and coordination with Group Insurance Administrator; • Assumes responsibility for timely payment of monthly premiums; • Participates in the negotiation and administration of Benefit renewals as necessary; • Consults with external benefits plan administrators for benefits-related issues and financial reporting requirements; • Provides benefit orientation for new employees and as needed; • Communication liaison for all benefits related information, including the Pension Committee; • Coordinates Pension Committee meetings; • Ensures that Employee's vacation, wellness, and benefits are allocated in employment contracts in accordance with the MCK policies; • Advocates on behalf of the Employee for benefits and pension-related issues; • Key-link to payroll, finance, accounting, and external benefit administrators for all matters relating to benefits and reporting requirements; • Processes monthly pension report and remits the monthly pension payment in a timely manner; • Processes the monthly insurance billing and back charges to the other organizations; • Ensures Insurance program rate changes are applied as needed; • Ensures the preparation of any other financial reports required concerning the MCK Pension Plan and Insurance program. 	



To develop and facilitate the implementation of wellness and employee activities that promote employee engagement and build culture.

- Research trends and wellness activities/programs for the organization to ensure work-life balance;
- Assist with rolling out strategies and programs to improve employee engagement and build culture;
- Manages the employee-related activities yearly budget, leads the MCK Social Committee on fundraising initiatives and financial controls relating to Social Committee funds.

To maintain and update HRIS benefit-related modules

- Benefits module management and trustee;
- Update the system as needed for any benefits-related data;
- Keep updated on all benefits-related training made available by HRIS provider;
- Works in conjunction with MSI to ensure MCK employee status is accurate within the HRIS and ensures that information seamlessly transfers to the payroll system.

The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience:

- Bachelor's Degree in Administration or Human Resources Management, plus one (1) year relevant experience;
- OR
- DEC or Certificate in Human Resources Management, plus three (3) years relevant experience;
- OR
- DEP in Secretarial Studies, plus five (5) years relevant experience and relevant courses;
 - Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation is an asset.

Knowledge, Skills, Abilities, and Other Attributes:

- Knowledge of the Mohawk Council of Kahnawake's Human Resources Benefits program is an asset;
- Comprehensive knowledge of the Mohawk Council of Kahnawake's Human Resources and Administration Manual-Personnel Policy, procedures, and office operations is an asset;



- Comprehensive knowledge of benefit systems and processes, accounting, payroll, and finance;
- Strong interpersonal skills;
- Ability to be empathetic and compassionate;
- Strong knowledge of databases, Word, Excel, and the ability to learn various computer programs;
- Strong oral and written communication skills;
- Strong organizational and time management skills;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week and normal office environment;
- Tight deadlines;
- Occasional overtime;
- Moderate stress levels due to difficult life events employees may be experiencing.

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____