



Job Posting

Administrative Support – Summer Student

*** Temporary Position - June to August 2026 ***

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **May 29th, 2026, at 4:00PM.**

How to Apply: Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

Job Title	Administrative Support
Reports To	Director of Human Resources
Division	Human Resources
Review Date	March 31, 2026

Job Purpose

Under the direction of the Director of Human Resources and the day-to-day guidance of the HR Partner, the Administrative Support will assist the Human Resources team with digital organization and administrative support functions. The primary focus of this role is updating and improving the employee SharePoint site, developing Microsoft Forms and fillable PDF Forms to streamline HR processes.

This position offers an opportunity to gain hands-on experience in HR operations, digital tools, and internal communications within a professional office environment.

Duties and Responsibilities

1. SharePoint Administration and Content Management

- Review, update, and organize content on the employee SharePoint site
- Improve structure, navigation, and accessibility of HR resources
- Upload and maintain policies, forms, and internal documents
- Ensure content is current, consistent, and user-friendly

2. Microsoft Forms

- Create and update Microsoft Forms for HR processes (e.g., leave requests, employee feedback, internal surveys)
- Ensure forms are clear, functional, and aligned with organizational needs
- Test forms and workflows to ensure accuracy and usability
- Assist in integrating forms with SharePoint and other Microsoft 365 tools

3. HR Administrative Support

- Assist with maintaining employee records and files (electronic)
- Support onboarding documentation and tracking
- Assist with scheduling meetings and preparing HR materials

4. Data and Process Support

- Assist with data entry and maintaining HR trackers (Excel or internal systems)
- Identify opportunities to improve administrative processes through digital tools
- Support HR projects and initiatives as assigned

5. Other related duties as assigned.

Qualifications/Skills

Education

- High School Graduate

Knowledge, Skills and Experience

- Strong proficiency in Microsoft 365 (especially SharePoint, Forms, Excel, and Outlook)
- Strong attention to detail and organizational skills
- Ability to present information in a clear and user-friendly format
- Interest in digital tools, process improvement, and user experience
- Strong written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Experience in Microsoft Office (Word, Excel, Outlook) and HRIS systems
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to handle sensitive information with confidentiality and professionalism, and familiarity with privacy standards
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in documentation, data entry, and reporting.
- Ability to work independently as well as collaboratively in a team environment.
- Ability to obtain and maintain a clear criminal record check with vulnerable sector search, child and adult abuse registry check.

DESIRED

- Prior office experience considered an asset.
- Currently enrolled in post secondary education or recently completed post-secondary education.

Working Conditions

- Adhere to all SERDC policies and procedures.
- Standard office hours in an office environment
- Work involves handling confidential information and requires a high level of discretion
- Interaction with internal staff to gather information, test tools, and support HR processes

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to move within the office to attend meetings, retrieve documents, and assist employees.
- Occasionally required to lift and carry materials weighing up to 15-20 pounds (e.g., files, documents, or office supplies).

- Ability to travel to remote communities via different modes of transportation (ex. air, winter roads).
- Manual dexterity for typing, using office equipment, and filing.

Learning Objectives

- Gain practical experience in Human Resources operations
- Develop skills in SharePoint content management and digital workplace tools
- Learn how HR processes are supported through technology and automation
- Build professional communication, organization, and problem-solving skills