



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

| | |
|-------------------------------------------------------|------------------------------------|
| Job Opportunity: KTJA-25-002 | Opens: 08/01/2024 |
| Position Title: Human Resources Representative | Closes: OUF |
| Salary Rate: \$15.00 to \$23.00 hourly | Duty Location: Carnegie, OK |

JOB SUMMARY

The Human Resource Representative will assist the Human Resource Director with complex and specialized administrative tasks including reviewing job applications from prospective employees, managing and overseeing records, and generating reports. H.R.

Representative works with the Kiowa Tribe to assist in the hiring, administration and training processes. Prepares personnel action requests, encodes human resource data and payroll data into the HRIS and payroll system. H.R. Representatives are responsible for creating, maintaining, storing, securing and destroying employee records. H.R. Representative must adhere to all the rules and policies of the Kiowa Tribe and ensuring to comply with all tribal and federal regulations.

Reports To: Human Resources Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma or equivalent required; Associates degree preferred. Three years of office experience preferred, with at least one year in human resources highly preferred. Knowledge of a HRIS system.

- Maintains employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key details.
- Maintains accurate records of active job opening and received applications; manages internal and external job postings.
- Reviews applications for entry-level and non-exempt positions; conducts and/or schedules preliminary interviews.
- Performs administrative and record keeping tasks related to staffing changes, which may include layoffs, resignations, terminations, and extended leaves of absence.
- Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
- Plans and supports the Kiowa Tribe's Information meetings such as open enrollment, new hire orientation, and any other meetings to announce or discuss changes in retirement or benefit plans.
- Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, compliance reviews, and any other forms or reports needed for the department.
- Adheres to and follows all KT Tribal policies and procedures.
- All other duties assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision
\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee
401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject random drug testing according to the Tribe's Drug Free Workplace Policy.

SUBMIT TO: hr@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.