



HR BUSINESS PARTNER

Human Resources



The HR Business Partner (HRBP) provides strategic and operational HR support to assigned portfolios or departments, guiding leaders and staff across all areas of human resources

Key Highlights:

- Full-Time Position
- Acts as a trusted advisor on HR policies, programs, and employee relations
- Supports recruitment, onboarding, and workforce planning
- Leads employee relations, performance management, and workplace investigations
- Promotes employee engagement and organizational effectiveness
- Supports training, development, and HR initiatives and projects

To Apply:

Email your resume to Jobs@tsuutina.com with “HR Business Partner REF#2604-10” in the subject line by April 30, 2026, at 11:59 PM MST

Requirements:

- Post-Secondary Education in Human Resources or related field
- 3-5 years of progressive HR experience (CHRP an asset)
- Strong knowledge of HR practices, legislation, and employee relations
- Excellent communication, judgment, and professionalism
- Valid Driver's License and reliable transportation
- Criminal Record Check



SENIOR OPERATIONS OFFICER

Executive Office



The Senior Operations Officer (SOO) provides executive-level leadership to oversee operations, drive strategic priorities, and ensure effective delivery of programs and services across Tsuut'ina Nation

Key Highlights:

- Full-Time Position
- Leads organizational strategy, planning, and operational execution
- Oversees program delivery and performance across departments
- Provides financial oversight, budgeting, and resource management
- Builds strong relationships with leadership, community, and partners
- Drives continuous improvement, accountability, and operational excellence

To Apply:

Email your resume to Jobs@tsuutina.com with "Senior Operations Officer REF#2604-11" in the subject line by April 30, 2026, at 11:59 PM MST

Requirements:

- Bachelor's Degree in Business or related field (or equivalent experience)
- 10+ years of senior leadership experience
- Strong background in strategic planning and financial management
- Exceptional leadership, communication, and decision-making skills
- Valid Driver's License, and reliable transportation
- Criminal Record Check

****Tsuut'ina Citizens Only****



EXECUTIVE ASSISTANT

Executive Office



The Executive Assistant (EA) provides high-level administrative and operational support to the Head Chief and Minor Chiefs, ensuring efficient and organized Executive Office operations

Key Highlights:

- Full-Time Position
- Coordinates meetings, agendas, and executive-level documentation
- Records and distributes accurate meeting minutes and directives
- Manages records, correspondence, and information systems
- Supports events, committees, and leadership functions
- Serves as a key point of contact for leadership and stakeholders

To Apply:

Email your resume to Jobs@tsuutina.com with “Executive Assistant REF#2604-12” in the subject line by April 30, 2026, at 11:59 PM MST

Requirements:

- High School Diploma with 5+ years of senior administrative experience
- Strong proficiency in Microsoft Office
- Excellent communication, discretion, and professionalism
- Ability to manage multiple priorities in a fast-paced environment
- Valid Driver’s License, and reliable transportation
- Criminal Record Check



ADMINISTRATIVE ASSISTANT

Executive Office



The Administrative Assistant (AA) provides day-to-day administrative and clerical support to the Executive Office ensuring efficient coordination of schedules, records, and office operations

Key Highlights:

- Full-Time Position
- Supports daily office operations, records management, and filing
- Coordinates calendars, meetings, and logistics
- Prepares and distributes meeting minutes and follow-ups
- Manages communication flow and reception support
- Assists with travel, payables, and general office coordination

To Apply:

Email your resume to Jobs@tsuutina.com with "Administrative Assistant REF#2604-13" in the subject line by April 30, 2026, at 11:59 PM MST

Requirements:

- High School Diploma with 5+ years of administrative experience
- Strong organizational, communication, and multitasking skills
- Proficiency in Microsoft Office and office systems
- High level of professionalism, reliability, and confidentiality
- Valid Driver's License, and reliable transportation
- Criminal Record Check