



# Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

Phone: (360) 758-4223 Fax: (360) 758-2573

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## **JOB ANNOUNCEMENT**

**JOB TITLE:** Human Resources Assistant

**EXEMPT:** No

**SALARY:** \$15-\$18 DOE

**SHIFT:** M-F, Day-Shift

**LOCATION:** LCC Admin.

**STATUS:** Part-Time

**JOB CODE:**

**ORGANIZATION:** Lummi Commercial Company

**DEPARTMENT:** LCC Admin.

**SUPERVISOR:** Human Resource Director

**VACANCY:** 1

**JOB SUMMARY:** Under the direction of the Human Resource Director, the Human Resources Assistant will provide administrative support to the HR Department, company employees, and applicants. The HR Assistant will help the HR Director with routine administrative tasks while also helping company employees find solutions.

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES:** includes the following, and other duties as assigned:

- Provide assistance to the HR Department
- Manage human resource functions for the company including but not limited to:
  - employee records maintenance
  - recruiting
  - interviewing
  - onboarding
  - benefits administration
  - process and record changes to employees' status updates in the HRIS
  - assist with preparation of reports
- Ensure the company's employees have the resources necessary to efficiently and effectively carry out their duties
- Coordinate with appropriate Managers/Directors on pertinent human resources issues
- Prepare and maintain employee personnel files, assuring accuracy, compliance and confidentiality
- Other duties as assigned by the Human Resource Director

## **KNOWLEDGE, SKILLS & ABILITIES**

- Able to be professional and treat all employees, the Board of Directors, general council and the public with the utmost respect at all times
- Must be able to work independently, exercise good judgment, balance priorities and workload
- Excellent oral and written communication skills and attention to detail
- Maintain the highest degree of confidentiality at all times

## **REQUIREMENTS**

- Native American/Lummi Veteran's preference policy applies

- High School diploma or GED required
- AA Degree in Human Resources or a closely related field preferred or two (2) years minimum work experience as an Administrative/Office Assistant
- Requires fluency in computers, Excel, Word, Outlook and office equipment
- Requires strong communication skills and the ability to work with people of diverse backgrounds
- Requires demonstrated willingness to take direction and serve under multiple managers on simultaneous tasks
- Must be able to sit/stand for prolonged periods of time
- Must be able to lift 20 pounds
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LCC Substance Abuse Policy
- Must pass an extensive criminal background check
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance

# LUMMI COMMERCIAL COMPANY EMPLOYMENT APPLICATION

2751 Haxton Way #1, Bellingham, WA 98226, 360-758-4223 T, 360-758-2573 F

Tom Kinley [ThomasK@lcc-lummi.com](mailto:ThomasK@lcc-lummi.com)

Please include a cover letter and resume along with this application.

Please Type or Print. Answer all questions fully and accurately.

Your Application will not be considered if incomplete, unsigned, or returned after advertised closing date.

<b>Name</b>			
Please list any aliases, previous name, nickname, other name change legal or otherwise			
<b>Address (Street, PO Box)</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>How long at this residence?</b>		<b>If less than 1 year provide other addresses</b>	
<b>Phone No:</b>		<b>E-mail Address:</b>	
Valid WA driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally permitted to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you enrolled in a Federally Recognized Native American Nation/Tribe? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, you must provide official enrollment verification to qualify for Native Preference. Attach enrollment card.			
Name of Tribe/Nation:		Are you a Lummi Fisherman? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Enrollment No:		Are you an American Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide Branch, service dates, & discharge type:			
Have you ever been fingerprinted? If yes, list reason:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of any offense(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). Leave out traffic fines of less than \$50.00. FAILURE TO DISCLOSE WILL RESULTS IN LOST EMPLOYMENT OPPORTUNITY.			
<b>Cashier Addendum Questions. (Answer if applying to work in any of our stores.)</b>			
Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to lift 40 pounds unassisted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you over 21? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to stand for long periods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or are you capable of obtaining a Food Handler's Permit within 90 days? <input type="checkbox"/> Yes <input type="checkbox"/> No			
When are you available for work? <input type="checkbox"/> Anytime		<input type="checkbox"/> 5:30am-3:00pm	<input type="checkbox"/> 1:30pm-12:30am <input type="checkbox"/> Weekends
<b>Positions(s) Applying For: (Check all that apply)</b>			
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> On-Call	<input type="checkbox"/> Seasonal <input type="checkbox"/> Other:
<input type="checkbox"/> Cove	<input type="checkbox"/> Mini Mart	<input type="checkbox"/> 260 TFS	<input type="checkbox"/> LIBC Café <input type="checkbox"/> Skipper's <input type="checkbox"/> Loomis Trail
<b>Years of Experience:</b>		<b>Expected Salary:</b>	
(Provide Copies of Transcripts or Diploma)		<b>EDUCATION</b>	
<b>Type of School</b>	<b>Name and State</b>	<b>Years Completed</b>	<b>Graduated Y/N</b>
High School			
Vocational/Trade			
College/University			
Type of Degree Obtained <input type="checkbox"/> Associates <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> Other _____			
What is your Degree in?			
Please provide any additional knowledge, skills, qualifications that you may have, and any professional organizations, which you belong to that, are relative to the position(s) you are currently applying for.			
Must list 3 references that can be contacted for verification. (Professional who can verify your work abilities.)			
<b>Name</b>	<b>Title</b>	<b>Company</b>	<b>Phone Number/Email</b>
<b>HR Use Only</b>			
Date Received: _____		Received from: _____ Entered into Database: _____	

Please list names of your immediate family member(s) that are currently employed with the Lummi Nation

Family Members Name	Position/Title	Relationship

**Employment History (Please List Present or Last Position First) Provide work history for last 5 years. If unemployed or in school please list. Supplemental sheet available.**

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay

Explain in Detail your duties

What do/did you enjoy most about this position?

What do/did you enjoy least about this position?

Explain why you left this position or why you wish to leave current position

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay

Explain in Detail your duties

What did you enjoy most about this position?

What did you enjoy least about this position?

Explain why you left this position

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay

Explain in Detail your duties

What did you enjoy most about this position?

What did you enjoy least about this position?

Explain why you left this position

### Agreement and Declarations

#### Please Read the Following Prior to Signing Application

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information may result in termination of my employment.

I authorize the LCC Human Resources Department to verify any of the statements, employment/education information provided and to solicit information desired in connection with this application. I hereby release said organizations, companies and individuals from all liability for any damage for issuing this information. I understand that all positions are subject to criminal background investigation.

If accepted for employment with the LCC, I agree to abide by all of the LCC Policies and Procedures.

I understand that any false statements made by me may be considered sufficient cause for cancellation of any opportunity to work for the LCC and/or dismissal if already employed.

I understand that if I owe the Lummi Nation or any of its entities an account receivable or other debt, I must make arrangements to pay this debt to be considered for a position with the Lummi Nation. The HR Department must receive from the LIBC Accounting Dept. a written statement stating I have made arrangements to repay my debt.

I understand that THE LCC IS A DRUG FREE WORKPLACE. All employment offers are contingent upon successfully passing a drug and alcohol test. Applicants who fail the initial drug/alcohol test cannot reapply for 3 months. All employees are subject to annual random drug testing and testing following any on-the-job injury and when a supervisor reasonably believes and employee is unfit for duty. In addition to random testing some positions are considered a Safety, Security-Sensitive position, which requires annual drug and alcohol testing. If an employee refuses to test or tests positive they will be terminated, in accordance with the policy set forth in the LCC Alcohol and Drug Free Workplace Policy.

Signature of Applicant	Date
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## Supplemental page for Residence verification

<b>Name</b>		
<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Dates lived at this residence:</b>		

<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Dates lived at this residence:</b>		

## Supplemental page for employment history

<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
<b>Supervisors Name</b>	<b>Phone Number</b>	<b>Beginning Rate of Pay</b>
		<b>Ending Rate of Pay</b>
<b>Explain in Detail your duties</b>		
<b>What do/did you enjoy <u>most</u> about this position?</b>		<b>What do/did you enjoy <u>least</u> about this position?</b>
<b>Explain why you left this position or why you wish to leave current position</b>		
<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
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