

Human Resources Generalist - Education

Employer: Sagamok Anishnawbek First Nation

Posted: 2 months ago

Closing Date: July 12, 2024

ES Job ID: 4702

Location: Sagamok

Sector(s): Social Services

Duration: Full Time

Job Description:

Job Summary:

The Human Resources Generalist will provide a variety of dedicated administrative support to facilitate the effective delivery of human resources services to employees in the Education department. They are responsible for administrative tasks and activities related to on-boarding, off-boarding, training, and supporting administration, benefits administration, and other employee services, including counsel and guidance to senior management.

In support of Sagamok Anishnawbek's goal of providing quality management, the Human Resources Generalist shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to the membership.

HR Support and Administration:

- Provide employee relations advice, support, and guidance with respect to the HR policies, and interpretation and compliance with Canadian Labour Code to assist in achieving operational goals.
- Consult with HR Manager on possible restructuring and job amendments including creation or termination of jobs that may affect reporting relationships within the Education department. Advise the Director of Education of all risks and help facilitate organizational changes by following the proper procedures.
- Facilitates and supports various projects and initiatives as developed by the Human Resources or Education department.
- Participate in HR process development, professional development, and team building.
- Ensure that Education HR procedures and practices are congruent with Sagamok's HR Personnel Policies and Procedures.
- Act as the intermediary for employees and management, with Payroll, Benefits, HR and/or necessary departments to navigate and resolve discrepancies.
- Work with hiring managers, educating them on the recruitment process, interview techniques and selection criteria, and managing the flow and quality of candidates.
- Prepare reports and general correspondence as requested.
- Maintain, update, and modify HR databases as required.
- Proactively identifying improvement opportunities within HR systems and processes.

Required Skills:

- Post-secondary degree or diploma/certificate in Human Resources, Business or Finance.
- Equivalent combination of education and experience with a minimum of 3 years of experience in the Human Resources field.
- Knowledge of the Ojibway culture and traditions. The ability to speak or understand the language would be an asset.
- Knowledge of federal labour standards, the Canadian Human Rights Act and the Occupational Health and

Safety section of the Canada Labour Code.

- Proficiency with social media, CV databases, and professional networks
- Experience in using LinkedIn Talent Solutions to proactively source candidates.
- Proficiency in documenting processes and keeping up with industry trends.
- Excellent interpersonal and communication skills

Requirements:

Terms & Conditions:

- Must be able to work flexible hours, including evenings and weekends.
- Sign & comply with an annual oath of confidentiality.
- Incumbent is subject to six months' probation.
- Clear Criminal Records Check (CPIC) that is valid within 6 months.
- Valid driver's license and vehicle for on-the-job use.
- Preference will be given to qualified members of Sagamok Anishnawbek.

How to Apply:

Qualified candidates are invited to submit their cover letter and resume (in one document) to:

Attn: Human Resources

Sagamok Anishnawbek, P.O. Box 2230, Sagamok, Ontario, P0P 2L0

Fax: (705) 865-3307

By: Until Filled.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Aboriginal people.