



Employment Opportunity

Human Resource Manager

George Gordon First Nation

Primary Duties - Reporting to the Director of Operations, the Human Resources Manager is responsible for maintaining and enhancing the organization's human resources department by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Job Duties:

- Maintains the work structure by updating job requirements and job descriptions for all positions;
- Responsible for creating standardized recruiting processes and leading the recruitment process on hiring throughout the organization;
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes;
- Prepares employees for assignments by establishing and conducting orientation and training programs;
- Works in conjunction with Program Managers to prepare/perform employee job evaluations;
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors;
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs;
- Ensures legal compliance by monitoring and implementing applicable human resource under the federal requirements; conducting investigations; maintaining records;
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures;
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results;
- Maintains human resource staff by recruiting, selecting, orienting, and training employees;
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results;
- Contributes to team effort by accomplishing related results as needed.

Qualifications:

- Bachelor degree in Business Administration, Commerce or Human Resources along with significant HR experience and knowledge. An equivalent combination of education and experience will be considered;
- Working knowledge of compensation and job evaluation concepts;
- Strong planning, analytical, and project management skills;
- CHRP designation or significant progress towards completion would be an asset;
- Excellent interpersonal and communication skills (both written and verbal) and the ability to facilitate meetings;
- Demonstrated professionalism when dealing with confidential and sensitive information;
- Previous experience with Hiring, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Federal Labor Standards Law.
- The successful candidate shall be subject to a satisfactory criminal records check.

Wage/Salary: Commensurate with education and experience

APPLICATION DEADLINE: October 10, 2016 at 4:30 p.m.

Please forward resume, cover letter, and three (3) current references by email to:

Attention: Heather Montana, Director of Operations

Email address: fm@ggfn.ca

All qualified candidates are encouraged to apply; however, George Gordon First Nation members will be given priority. Only those applicants considered for an interview will be contacted.