



**HENVEY INLET FIRST NATION
HUMAN RESOURCES COORDINATOR
EMPLOYMENT OPPORTUNITY**

INTRODUCTION

Henvey Inlet First Nation is seeking a full-time Human Resources Coordinator to provide general and administrative support in an array of functional areas for the Human Resources. The position of Human Resources Coordinator reports to the Director of Finance and Administration and supports the requirements of all departments within the HIFN by providing support on day-to-day operations ensuring the efficient delivery of all HR Services. This position requires the highest degree of integrity and trustworthiness. This individual will be responsible for various aspects of human resources with a strong focus on programs and administration.

ESSENTIAL JOB DUTIES

The position of Human Resources Coordinator will assume such responsibilities as follows:

- Participate in the recruitment process, work with supervisors to identify, attract and recruit candidates for open positions (posting, interviews, pre-employment verifications, integration, on boarding process etc.);
- Co-ordinate and conduct all new hire orientation;
- Serve as the initial contact for all HR related inquires by communication company policies, procedures, legislation;
- Monitor HR mailbox, respond to general inquires and redirect incoming messages as needed;
- Prepare orientation files for new hires;
- Coordinate training initiatives;
- Schedule interviews;
- Post new employment opportunities on external job boards and HR bulletin board;
- Maintain compliance records related to Health & Safety and other legislatively required training;
- Participate in the various Health & Safety programs and JHSC activities;
- Arrange and engage in annual performance appraisals;
- Assist with the management of work related incident files (WSIB claims management, modified duties, follow-up on corrective action);
- Work with Supervisors and Payroll to track and record schedules, attendance, late, early departures, vacations entitlements, sick days, leave of absences as requires for Managers;
- Process Records of Employment (ROE's); Responsible for setting-up and maintain all hourly and salary employee files;

- Administrate the employee Group Health Benefits, including new employee enrolment, changes etc.;
- Answer routine benefits questions for supervisor and employee and assist with problem solving;
- Act as a liaison between employees and insurance carriers to resolve problem and clarify benefits;
- Assist and provide support in the organizing of HIFN events such as handling meeting room bookings and associate catering requests;
- Engage in various other duties and special projects as assigned.

EDUCATION/TRAINING

- A college degree/diploma/certificate in Human Resources is required;
- CHRP certificate of working towards one is preferred

EXPECTATIONS

- 1-3 years' experience in a similar role;
- Strong knowledge of employment legislation including Health & Safety and Human Rights both federal and provincial legislation;
- Experience with behavioral and values-based interviewing and selection techniques;
- Strong organization and multi-tasking skills, attention to detail and ability to prioritize workload;
- Strong written and verbal communication skills;
- Professional attitude and customer service focused;
- Must have excellent interpersonal skills, be well organized, prioritize and capable of handling a busy workload with a strong focus on programs and administration;
- Competent skills in Microsoft Office are required;
- Draft for review various policies as required

HOURS OF WORK

Full Time 31.5 hrs

REMUNERATION RANGE

\$45,000 - \$65,000 negotiable based on experience

Posted until position is filled.

Those interested in applying should submit their resume to
 Henvey Inlet First Nation
 295 Pickerel R. Rd.
 P0G 1J0
 Tel (705) 857-2331
 Fax (705) 857-3021
 Email: millie.pawis@henveyinlet.com

Only those selected for an interview will be contacted