

Employment Opportunity



Skowkale First Nation

Position Title: *Human Resources Generalist*
Position Location: *Chilliwack, BC*
Salary: *\$30.48 - \$38.61*
Work Term: *Full Time Position 35 hrs. a week.*

Position Overview: The role of the Human Resources Generalist is vital in bolstering our community's workforce through effective management of diverse HR functions. With a dedicated focus on positively impacting the lives of our community members, this position will provide comprehensive HR support to all Skowkale departments. Key responsibilities include recruitment, onboarding, benefits administration, offboarding, and general HR support.

Responsibilities and Duties:

Recruitment and Onboarding:

- Manage the end-to-end recruitment process, including job postings, candidate sourcing, interviewing, and selection.
- Collaborate with department managers to understand staffing needs and develop effective recruitment strategies.
- Facilitate new employee onboarding and orientation programs to ensure a smooth transition into the organization.

Benefits Administration:

- Administer and manage employee benefits programs, including health insurance, retirement plans, and other employee perks.
- Assist employees with benefits-related inquiries and provide support during open enrollment periods.
- Collaborate with external vendors to ensure the smooth operation of benefits programs.

HR Compliance and Policies:

- Stay current on HR laws and regulations to ensure compliance with applicable legislation.
- Creates and maintains highly confidential employee filing systems and ensures contents are compliant.
- ***Develop, implement, and update HR policies and procedures to align with best practices and organizational goals***

Employee Relations

- Anticipate, identify and coach managers regarding employee relations issues and opportunities.
- Serve as a resource to employees in all aspects of the employment relationship.

Other

- Develop and maintain a system for tracking reviews and leaves.
- Together with the management team, create a Health and Safety Program.
- Coordinate all functions, events, meetings and trainings related the Health and Safety Program.
- Coordinate learning and development opportunities for individual employees, groups and the management.
- Coordinate staff functions and team building events.
- Works closely with the Executive Director, Office Manager and finance.
- Other duties or responsibilities as assigned by your supervisor, Manager, Director

Knowledge, Skills, and Abilities

- Solid knowledge of HR processes, policies as well as related legislation. (Canadian Labour Code, Human Rights, PIPA, etc.,)
- Strong written and verbal communication skills, with the ability to convey information clearly and effectively.
- Excellent analytical and problem-solving skills to assess situations and make informed decisions.
- Ability to manage multiple tasks simultaneously and prioritize effectively in a fast-paced environment.
- Flexibility to adapt to changing priorities and work effectively in a dynamic environment.
- Relationship Building: Proven ability to build positive relationships with employees and managers.
- Proficient in HRIS (Human Resources Information System) and Microsoft Office Suite.
- Demonstrate high ethical standards and integrity in handling confidential information.
- Experience and knowledge of First Nation culture and working with First Nations and citizens.

Training, Education, Certification, and Experience

- Bachelor's degree in human resources, Business Administration, or a related field.
- 3+ years of experience in HR roles with a focus on recruitment, benefits administration, and employee relations.
- Knowledge of relevant employment laws and regulations.
- Excellent communication and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Valid B.C. Class 5 Driver's license

Working Conditions

- Shared office space.
- Engaging with members
- Interacting with outside contractors, and the general public

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA** and have knowledge of local First Nations traditional customs and practices.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@jouta.com. Position open until filled.