



Employment Opportunity

Human Resources Coordinator

Come Grow With Us!

Department: Human Resources
Posting Date: April 14, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Contract - Approximately One Year
Start: Anticipated start July 2023
Vacancies: 1
Reports To: Manager, Human Resources

We are looking to fill a one year contract for the position of Human Resources Coordinator, expecting to start early July 2023. The incumbent will provide professional administrative services and support for the Human Resources Team, NFN staff and Administration. This opportunity will provide the opportunity to be a leader of change, support in the areas of recruitment, orientation, training, payroll and benefits, as well as assisting with the coordination, development and implementation of policy.

What you'll do in the role

- Support fully cycle recruitment through preparation of postings, screening applicants, coordinating interviews and interview packages
- Act as a liaison with candidates, managers, and external parties
- Conduct references and prepare offer of letters and packages
- Responsible for ensuring the effective and accurate management of employee files
- Responsible for data entry within HR related systems such as HRIS and benefits administration
- Plan and schedule meetings, HR events, and maintain the teams agenda.
- Respond to all internal and external HR related inquiries or requests, escalate as needed. Prepare required reports on regular bases

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress
- Better than average vacation and leave packages
- Work with a fantastic team!



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What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- High level of sensitivity to Native issues.
- Must have Business degree or equivalency and/or minimum of two-year diploma in Human Resources
- 1-3 years of work experience in Human Resources considered an asset.
- High level computer skills including working knowledge of computer-based data management programs for administrative purposes.
- Experience working in positions which require a high degree of initiative and self-direction
- Strong analytical, organizational, verbal, and written communication skills.
- Background in research; ability to conceptualize.
- Require the ability to work with tact and discretion.
- Excellent communication skills, both oral and written
- Strong interpersonal skills

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing April 28, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 5, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing May 12, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.



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Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.