



## EMPLOYMENT OPPORTUNITY

### System & Services Coordinator

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Department: Human Resources

Posting Date: June 27, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: (1) Full Time, temporary position to cover a maternity leave.

Start Date: We aim to fill this position as soon as possible to ensure sufficient time for job shadowing before the employee begins their maternity leave.

Expected End Date: September 30, 2026 (subject to change based on employee return date)

Reports To: Manager, Human Resources

Salary Range: \$49,922.60 - \$65,884.00

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As the Systems and Services Coordinator, you will play a key role in ensuring the effective operation of the Human Resources department. Your responsibilities will focus on the day-to-day coordination of HR systems, employee data, and recruitment activities while supporting broader HR service functions.

#### **What you'll do in the role**

- Act as the lead administrator for the Human Resources Information System (HRIS), managing configurations, troubleshooting issues, coordinating with vendors, and conducting user training.
- Maintain data integrity by performing regular audits and updating employee records for compliance and reporting.
- Respond to staff and manager inquiries about HR services and policies and provide front-line support across HR functions including onboarding, offboarding, and benefit administration.
- Coordinate recruitment processes, including job postings, interview scheduling, and onboarding documentation.
- Work with internal departments and benefit providers to ensure accurate setup for payroll, IT access, and benefits.
- Track the progress of HR projects and system implementations, maintaining documentation and offering process improvement recommendations.
- Generate metrics and HR reports for planning and compliance needs.
- Ensure all employee documentation and actions are recorded in accordance with privacy laws and NFN policy standards.
- Contribute to continuous improvement initiatives to streamline HR workflows and enhance employee experience.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.

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- 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
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

### What you bring to the table

- Diploma or degree in Human Resources, Business Administration, or a related field (or willingness to obtain)
- 2–4 years of experience in human resources, preferably in a systems- or data-focused role
- Advanced proficiency with HRIS platforms and Microsoft Office tools
- Excellent organizational and critical thinking skills, with the ability to manage multiple priorities
- Strong written and verbal communication skills with a client-service approach
- Familiarity with employment legislation, records management, and benefit/pension systems
- Experience handling confidential information with integrity and discretion
- Ability to adapt to frequent interruptions and shifting priorities in a dynamic work environment
- A commitment to collaboration, process improvement, and service excellence
- Respect for indigenous culture and willingness to learn Ojibwe.

### APPLICATION DEADLINES:

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

#### **Closing July 11, 2025- 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 July 18, 2025 - 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



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### Closing July 25, 2025 - 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](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*

### **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.**