



## Employment Opportunity - Full Time JP 2019-009 Human Resources Recruiter

**shishálh**  
NATION

**The Organization** The shishálh Nation (Sechelt Indian Band) is a fast-growing, vibrant organization committed to the development and progress of its members and of the community. If you are a qualified, highly motivated and dynamic individual and would like to be a part of this organization that values mental, physical, spiritual and emotional wellness for individuals, families, our community and society, we invite you to apply for the following position.

### The Position

Under the general supervision of the Manager of Human Resources, the Human Resources Recruiter is responsible for managing all aspects of the recruitment process, from sourcing and attracting talent through generating recruitment plans to extend offers and onboarding for positions at all levels and areas of the Nation. This highly visible position will need to network and develop strong business relationships within the community, as well as with senior management. This person will work with an existing HR team to develop recruiting excellence for the Nation.

### The Candidate

- Diploma in Human Resources Management or a related discipline, or CHRP Designation, combined with current experience in recruitment and other human resource services and support. At least 3-5 years' First Nation recruitment experience highly desirable. Experience working within and providing interpretation of various Acts, Regulations (i.e., Canada Labour Code, Employment Standards), policies and guidelines.
- Considerable current experience coordinating and leading recruitment processes and activities.
- Experience drafting and modifying job descriptions.
- Experience with job classification is desired.
- Experience working as an effective member of a team in a human resource capacity providing quality staff service.
- Extremely perceptive person, who is capable of relating to individuals at all levels
- Present self professionally and ethically
- Full life cycle recruiting
- Effective communication skills both verbally and in writing
- Computer literate
- Good knowledge of employment law

A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Nievelina Carmona, HR Manager at: [ncarmona@sechelnation.net](mailto:ncarmona@sechelnation.net)

Preference will be given to qualified shishálh band members, community members, and other First Nations, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

### **Why work for the shishálh nation? We offer the following;**

***Business Casual Office environment, Competitive Salaries, Extended Benefits like medical, LTD, Life Insurance, MSP Coverage, Training and Development Opportunities.***