



Employment Opportunity - Full Time JP 2019-010 Human Resources Coordinator

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 Director of Human Resources, the Human Resources Coordinator is a hands on representative of the Human Resources Department. This position is responsible for providing HR administrative support on a day-to-day basis. The role contributes to the development and maintenance of the HR function. She/he supports the HR team in providing a comprehensive HR service to managers and employee within the Nation. In this multi-faceted role, you will demonstrate a high degree of professional maturity and a positive attitude. This position relies heavily on project management support (task management) by using various computer systems and applications to input, track and update the Nation's HR tasks (e.g., HRIS). The ability to take the initiative and maintain confidentiality is necessary to succeed in this role. This position requires the ability to manage multiple and conflicting priorities.

The Candidate

Certificate in Human Resources, Business Administration or equivalent; Diploma preferred.
Three (3) years' HR administrative experience preferably within a First Nations environment.
Experience working with various office systems and equipment.
Experience working with Aboriginal people, organizations and communities.
Knowledge of shishálh Nation programs and services
Knowledge of First Nation structures, service delivery and customs and traditions.
Respect for, sensitivity towards as well as knowledge and understanding of shishálh Nation culture and traditions.
Knowledge of best practices in administrative processes.
Proficient computer skills with MS Office Software
Excellent interpersonal and customer service skills
Excellent verbal and written communication skills
Excellent time management skills
Ability to develop high-level professional documents
Ability to attend to details
Ability to manage multiple priorities and work in a fast-paced environment
Ability to work independently and within a team environment

A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Nivelina Carmona, HR Manager at: ncarmona@secheltnation.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.