



Competition No.: **2024-084**
Position: **Human Resource Generalist**
Classification: **Qualified Candidate's Salary: \$55,000.00 - \$75,000.00 (Negotiable)**
Conditions:

- Full Time Permanent (Non-Unionized)

Department: **Human Resources**
Location: **1410 Mountain Avenue (Winnipeg)**
Closing Date: **September 24, 2024**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**

The Human Resource Generalist's main responsibility will be handling the recruitment cycle from start to finish for the departments assigned to them including providing general support in all areas within the Human Resources department. This role also assists with the coordination of the SECFS and Yellowquill Family Services Worker Cohort Program including coordinating the staff participant course materials, travel, work schedules, attendance, etc.

RESPONSIBILITIES:

- Consult with supervisors to discover staff requirements and specific job objectives.
- Ensure a job description is in place for new or existing job postings; update job descriptions as required.
- Assist with distributing job postings internally and externally via email, organization website, community websites, social media, universities, colleges, and other job boards etc.
- Evaluate and screen resumes and cover letters; provide a shortlist of qualified candidates to hiring supervisor.
- Schedule and conducts phone, Zoom, Teams, and/or in person interviews.
- Conduct background checks and check references.
- Draft offer letters and contracts.
- Prepare new hire paperwork ensuring legislation requirements are met; create an employee file and forward all necessary payroll documentation to the finance department in a timely manner.
- Participates in Agency events and training as required in addition to working flexible hours as required.
- Provide confidential administrative support to the HR department by filing, photocopying, faxing, answering phone calls, dealing with inquiries related to Human Resources through email, phone or in person.
- Provide general information to job applicants, interpret the policy and procedures, offer suggestions based on experience, and ensure the human resource office is organized.
- Other duties as per operational needs or as assigned by Supervisor.

QUALIFICATIONS:

- Demonstrated ability to work respectfully with the First Nations communities and organizations.
- 2+ years of recruiting and/or Human Resources experience (relevant post-secondary education is an asset).
- Must be willing and able to travel to Southeast First Nations communities for recruitment.
- Exceptional interpersonal skills and stellar track-record regarding confidentiality.
- Knowledge of Employment Standards, Labour Law, Workplace Safety and Health, Human Rights.
- Proficient with Microsoft Office (i.e., Word, Excel, and Outlook).
- Demonstrated ability to work independently as well as part of a team.
- Excellent oral and written communication skills.
- Satisfactory Criminal Record; Child Abuse Registry; and, Prior Contact Check.
- Valid drivers license and reliable vehicle.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all who apply, however, only those who selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

**Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation**