



COUCHICHING FIRST NATION – JOB DESCRIPTION

Human Resources Manager

Job Type: 12 Month Full Time Temporary

Compensation range: \$70,000 – \$80,000 per Annum

Benefits: Competitive wage, pension and benefits included.

Primary Function:

Reporting directly to Executive Director, the Human Resources Manager will oversee all human resources functions including but not limited to staffing, training and development, performance monitoring, employee attendance, benefit administration and health and safety.

Duties and Responsibilities:

- Manage all staffing, recruitment and selection requirements for the organization.
- Facilitate training and development initiatives and be responsible and lead new initiatives.
- Support managers with performance management requirements and lead new initiatives.
- Monitor employee attendance and support managers with interventions.
- Support the Executive Director with any HR or operational related initiatives.
- Carry out and administer all new employee orientation functions.
- Manage the organization's Health and Safety program.
- Manage benefits administration and communication processes.
- Prepare HR reports when required.
- Other duties as assigned.

Qualifications:

- Minimum three years of Human Resources experience.
- Completed post-secondary diploma or degree in a relevant or related field (i.e., Business, Human Resources)
- Excellent organizational and administrative skills.
- Excellent interpersonal skills.
- Must be proficient in the use of Microsoft Office (Word, Excel, PowerPoint).
- Ability to maintain a high level of accuracy, detail and confidentiality.
- Ability to work in a fast-paced environment, prioritize and meet deadlines.
- Strong communication skills – oral and written.

Conditions of Employment:

- Successful completion of a Criminal Record Check
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

Application Instructions:

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- Please submit your resume and cover letter to the Human Resources at elisa.mcleod@couchiching.ca or by dropping it off at the Couchiching First Nation Band Office located at RMB 2027, RR. #2, Fort Frances, ON P9A 3M3.