

COUCHICHIING FIRST NATION – JOB POSTING



Human Resources Manager

(Internal / External posting)

Couchiching First Nation is seeking a permanent full-time Human Resources Manager to lead our Human Resources department. The ideal candidate will possess a strong background in human resources combined with excellent interpersonal skills and a passion for supporting our employees and our community. This role is an excellent opportunity to build relationships, foster collaboration, and support the professional development of our workforce.

Position Summary:

Reporting directly to the Executive Director, the Human Resources Manager oversees all human resources functions including but not limited to staffing, training and development, performance monitoring, employee attendance, benefit administration and health and safety. Collaborating with leadership, supervisors, and employees, the HR Manager will address workforce challenges and improve overall organizational effectiveness.

Duties & 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.
- Perform other related duties as required.

Qualifications & Experience:

- Degree or diploma in Business, Human Resources, or a related field.
- 3 years of experience working in Human Resources.
- Excellent interpersonal abilities with strong verbal and written communication skills.
- Strong organizational and administrative skills.
- High level of attention to detail and accuracy.
- Proficient with computers and Microsoft 365 suite including Word, Excel, and Outlook.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Ability to provide a Criminal Record Check
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How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

By Email: recruitment@couchiching.ca

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Postal mail, or in person at:

Human Resources
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario
P9A 3M3

Deadline: Open until filled.

All suitable, qualified Couchiching Band members shall be given first preference.

While we appreciate all who apply, only those selected for an interview will be contacted.

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request.
for candidates taking part in all aspects of the selection process.*