



BEARDY'S & OKEMASIS' CREE NATION

Box 340
Duck Lake, SK
S0K 1J0
Phone: (306) 467-4523
Fax: (306) 467-4404
Website: bofn9697.com

Employment Opportunity Human Resources Officer

Job Summary

Beardy's & Okemasis Cree Nation is seeking an individual for the position of Human Resources Officer (HRO). This HRO will facilitate new hires for the Nation, which will include screening, recruiting, interviewing, and placing workers. They will provide orientation to new employees and guide them through the process of benefits and compensation. The HRO represents both the employee and the Nation. The HRO will be organized and perform administrative and strategic hiring duties. They also have the crucial task of complying with all local, provincial, and Federal regulations for Human Resources.

Duties and Responsibilities

- Recruiting and interviewing potential applicants on experience, skills, and education
- Drawing up plans for future personnel hiring procedures and goals
- Performing administrative tasks
- Overseeing employee health and safety procedures
- Organizing and managing new employee orientation, and training programs
- Updating job requirements when needed
- Contacting applicant's references
- Conducting criminal background checks required by the company
- Advising on the Nations benefit needs and benefit contract bids
- Explaining and providing information on employee benefits, programs, and education
- Covering all legal compliance for human resource federal and provincial requirements
- Maintaining employee records and paperwork
- Answering employee questions and addressing employee concerns with the First Nation
- Representing the Nation in community and recruiting events
- Assign duties to meet the Nations requirements

Requirements and Qualifications

- Organized and efficient in daily tasks
- Excellent verbal and written communication skills
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Creative problem solver who thrives when presented with a challenge
- Encouraging to team and staff; able to mentor and lead
- Able to present the Nations mission and history clearly and confidently
- Excellent “people-person” skills and professional attitude
- Bachelor’s degree in human resources, business, or a related field
- Three to five years of experience in a human resources position or related position
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Microsoft Office Suite, especially Excel, and demonstrated skills in database management and record-keeping
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- General knowledge of employment laws and best practices
- Possesses superb spoken communication skills
- Excellent interpersonal relationship building and employee coaching skills

IF INTERSTED IN APPLYING ALL APPLICATNTS **MUST** SUPPLY:

- ✓ Letter of Application
- ✓ Resume with current email address
- ✓ (3) Current professional references (1) from last/current employer

FORWARD APPLICATIONS TO: **MAIL:** Beardy’s & Okemasis Cree Nation
ATTN: Daryle Gardipy CFO
P.O. Box 340 Duck lake, SK S0K 1J0
FAX: 306-467-4404
EMAIL: dgardipy@beardysband.com
Or Drop off at the Band Office

Deadline for applications is: July 24, 2020 12 noon. (late applicants will be declined)