



Employment Opportunity

Manager of Human Resources

Heiltsuk Tribal Council is looking to fill the position of Manager of Human Resources, who, under the direction of the Executive Director, will primarily be responsible to identify current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications. This position will oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with company policies. This role will also oversee the orientation/onboarding of new hires and the training of all employees.

Requirements:

- Bachelor's degree in business administration, management, or a field related to the industry
- certification(s) and/or licence(s) appropriate to industry (Certified Human Resources Professional or CHRP designation is preferred)
- 2+ years of experience in human resources or a management role

Duties Include:

- Assist the Executive Director and Department Managers in personnel management, including wage increases, promotions and disciplinary actions
- Oversee the orientation/onboarding of new hires
- Ensure employees have clear goals and are aware of expectations
- Assist Department Managers to evaluate employee performance and provide feedback, coaching, and formal evaluations
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Provide leadership and coaching to managers and employees on key work place matters (eg. performance management, difficult conversations, etc)

Interested applicants are encouraged to submit a cover letter, resume, and three references by noon on Friday, October 21, to the attention of:

Andy Callicum, Executive Director

Email: EDirector@heiltsuknation.ca

Fax: 250-957-2544