



Employment Opportunity

Manager of Human Resources – Heiltsuk Nation, Bella Bella, BC

Heiltsuk Tribal Council is looking to fill the position of Manager of Human Resources. Under the direction of the Executive Director, this role will primarily be responsible for identifying staffing requirements, full cycle recruitment and on-boarding of new hires. This position will also oversee employee training, personnel management, compensation, promotions, and disciplinary actions in compliance with company policies. The HR Manager will ultimately be responsible for reviewing all current HR practices and policies, and then making the necessary recommendations/changes required to build a solid and effective HR infrastructure.

Successful Candidate must be willing to relocate to Bella Bella, BC.

Primary Duties Include:

- Assist the Executive Director and Department Managers in personnel management, including compensation, promotions and disciplinary actions
- Oversee the recruitment, orientation/on-boarding of new hires
- Ensure employees have clear goals and expectations and up-to-date job descriptions
- Assist Department Managers to formally evaluate employee performance and provide feedback, coaching, and direction on improving employee performance
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations

Requirements:

- Bachelor's degree in business administration, management, preferably with an HR designation
- Must have a CPHR designation
- Minimum three years of Human Resources experience

Primary Competencies:

- Excellent written and verbal communication skills
- Strong conflict resolution skills
- Strong understanding and sensitivity to the culture of first nations
- Strong leadership skills, providing support, coaching, encouragement and direction to all employees
- Strong knowledge in the area of Health and Safety
- Must have the capacity to work with individuals with varying degrees of skillset
- Must be team oriented with the ability to motivate employees within organizational policy

How to Apply

If you are looking for a great opportunity to be challenged and rewarded and you believe you meet the requirements to be successful in this role please submit your cover letter and resume to careers@jouta.com.

We thank all applicants for their interest: only those who are short listed will be contacted.