



# MATACHEWAN FIRST NATION

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Box 160, Matachewan ON P0K 1M0

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## JOB POSTING

**Job Title:** Human Resources Coordinator

**Reports To:** Director of Finance and Administration

### Position Summary

Reporting to the Director of Finance and Administration (DOFA), the Human Resources Coordinator (HRC) will plan, organize, direct, control and evaluate the operations of human resources and personnel departments For Matachewan First Nation (MFN). The HRC will develop and implement policies, programs and procedures regarding human resource planning, recruitment, training and development, occupation classification and pay and benefit administration. They represent management and participate actively on various joint committees to maintain ongoing relations between management and employees.

**Term:** Permanent, Full-Time, Hybrid Work Schedule

**Hours of Work:** 40 hours per week, Monday – Friday 8:30AM – 4:30PM

**Location:** Hybrid Work Schedule, Matachewan First Nation

**Compensation:** \$60,000 - \$80,000 annually

**Benefits:** Employer-paid benefits package and enrollment in pension plan

**Start Date:** Tuesday, September 3, 2024

### Areas of Responsibility

- Plan, organize, direct, control and evaluate the operations of human resources and personnel departments.
- Coordinate internal and external training and recruitment activities.
- Develop and implement labour relations policies and procedures.
- Foster a positive working environment to support employee relations.
- Lead confidential investigations for all Harassment and Workplace violence investigations.
- Provide written case summaries and recommendations for course of action for an effective resolution.
- Advise and assist the DOFA on interpretation and administration of personnel policies and programs.
- Oversee the classification and rating of occupations.
- Organize and conduct employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees.
- Develop job descriptions, job postings and oversee recruitment of MFN staff.
- Assist DOFA with staff performance reviews and disciplinary meetings.
- Ensure MFN complies with all relevant employment law, practices, and codes.
- Other related duties as assigned by the DOFA.

## Requirements

- Bachelor's degree in human resources or related field
- CPHR/CHRP designation or working towards is an asset
- Knowledge of the Employment Standards Act, Canada Labor Code, and other relevant legislature
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams)
- Able to work methodically and accurately, with attention to detail
- Excellent verbal and written communication skills
- Possess interpersonal skills and enjoy working collaboratively as part of a team
- Knowledge of HRIS Systems is an asset
- Valid driver's license and access to a reliable vehicle considered an asset

## How to Apply

Qualified candidates are invited to send their cover letter and resume to [director@mfnrez.ca](mailto:director@mfnrez.ca) by **Friday, August 16, 2024, at 4:00PM**