



## HUMAN RESOURCES MANAGER

The Human Resources Manager acts as a trusted advisor to management and employees, leading the delivery and promotion of comprehensive HR strategies, programs and processes in support of Nimkee's mission, vision and values. The Manager will be responsible for nurturing an effective and healthy workplace, positive employee relations and employee engagement. The position includes coordination of recruitment and selection; training and development; performance management, disability and attendance management and the compensation processes (including benefits, pension and payroll administration). A key focus will be leading Health and Safety and Employee Wellness at Nimkee. The Manager will contribute to the organization by building positive relationships throughout the organization; develop and implement effective HR initiatives, policies and procedures, particularly those that support organizational and staff accreditation. Demonstrating confidentiality, ethical behaviour, and objectivity. This position is part of the senior management team, provides general administrative coordination and reports to the Executive Director.

### Qualifications:

- 3-5 years progressive Human Resources experience with exposure to all facets of HR and payroll
- Post-secondary education in a related field, CHRP designation (or working towards)
- Strong working knowledge of provincial workplace legislation and standard HR policies and procedures
- Detail oriented; possess excellent organizational, problem solving and analytical
- Exceptional communication skills, both oral and written; effective listening skills
- Ability to handle conflict and other difficult situations fairly, objectively, and consistently
- Demonstrated experience in conducting investigations, resolving grievances and providing advice
- Provide leadership with an approachable, personable, positive and authentic character
- Abstainer with at least three years continuous sobriety is a requirement by organizational policy
- Demonstrate maturity and emotional intelligence
- Fluency in First Nations language is an asset, Indigenous ancestry preferred
- Knowledge and awareness of cultural, and traditional teaching, universal to First Nations peoples preferred
- Advanced Excel, Word and PowerPoint skills, must be able to create and deliver presentations and training sessions
- Must be able to work flexible hours • Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation
- Successful Vulnerable Sector Check.

Please submit your resume, cover letter and references in confidence, outlining how your skills match the job summary and qualifications by **Friday September 24<sup>th</sup> at noon (12:00 pm)** to:

[executivedirector@nimkee.org](mailto:executivedirector@nimkee.org)