




Human Resources Generalist



The Nuu-chah-nulth Tribal Council (NTC) is seeking a motivated, mid-level HR professional to join its Human Resources team as a Human Resources Generalist. This permanent, full-time, position will be involved in providing a full spectrum of HR functions (including full-cycle recruiting, training, performance management, employee relations, Health and Safety) that are essential to NTC's departmental programs and services. Based out of Port Alberni, the Human Resource Generalist is under the general supervision of the HR Manager.

Responsibilities Include

- ◆ Collaborate with departmental leadership in recruitment, onboarding, and staff relations.
- ◆ Perform daily administration work and support HR transactional processes.
- ◆ Collaborate with department managers or team leaders in new employee orientation and assist in the development of staff training programs.
- ◆ Coordinate with the HR Manager in the delivery of human resource initiatives.
- ◆ Advise managers and supervisors in best practices and strategies for managing supervisor HR problems and employee conflicts.
- ◆ Receive employee inquiries and provide support to employees on NTC policies and HR-related matters.
- ◆ Conduct risk assessments and ensure compliance with occupational safety standards.

Preferred Qualifications

- ◆ Degree in Human Resources or a general bachelor's degree with associate degree in Human Resources with a minimum of 3 to 5 years relevant work experience in HR administration.
- ◆ A CPHR designation is required or CPHR Candidate with commitment to write the CPHR National Knowledge Exam.
- ◆ Solid knowledge of labour Standard of BC and Canadian Labour Code.
- ◆ Excellent communication skills, interpersonal skills, ethics, and knowledge of Indigenous culture(s).
- ◆ Strong proficiency in Microsoft Word, Outlook, Excel, Outlook, Teams, and PowerPoint.
- ◆ Possess a valid driver's licence and have daily access to a reliable vehicle.
- ◆ Provide references and an acceptable criminal record check.
- ◆ Be willing to adhere to the NTC Communicable Disease Prevention Plan.

Competitive benefits, and salary based on qualifications and experience. Annual salary range: \$63,000 - \$73,000.



Apply by **1 pm, April 16, 2024**, by sending your cover letter, resume, and three references (available to call) to:

Nuu-chah-nulth Tribal Council

P.O. Box 1383

Port Alberni, BC V9Y 7M2

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Candidates must be legally entitled to work in Canada to be considered for this position.

Nuu-chah-nulth Tribal Council