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Position Information

Position: HR Manager
Position ID: A-2202
Supervisor: General Manager
Hours: Full-time
Wage Range: Experience and education dependent
Start Date: Immediate

Job Summary

The Human Resources (HR) Manager is responsible for assisting with the administration of Saik'uz's human resource programs and services, including, but not limited to, developing, and implementing human resources policies and procedures, processing application forms, creating and maintaining personnel records and filing systems, and compiling various statistics and reports. This position will also help with screening/interviewing employment applicants, checking references, and coordinating new employee orientations and onboarding.

Essential Duties & Responsibilities:

- Provide direct human resources support to the General Manager
- Develop and maintain Human Resources policies and procedures
- Keep all policies and procedures up to date by following all Canada Labour codes and standards
- Support the full cycle recruitment process r job descriptions, job postings, advertising, reference checks, interviewing candidates
- Develop organization wide rollouts of HR policies and procedures
- Creates and maintains all employee files and records, both electronically and hard copy; Perform annual audits of all HR data systems
- Maintain records on disability, return to work and parental leave outreach programs
- Compile and file resumes - maintain resume database
- Track and process notice of change forms with payroll - the HR Manager is the key position to liaise with benefit and payroll department
- Ensure all onboarding forms are completed by the hiring manager and processed accordingly
- Complete all new hire onboarding/orientations
- Coordinate probationary review process, and aids in annual performance review processes
- Ensure all relevant databases are updated (personnel lists, timesheets)
- Recommends and outlines best practices for HR processes toward continuous improvement

We thank everyone for their interest; however, only those selected for an interview will be contacted.

Qualifications:

- Undergraduate degree in Business Administration, Commerce or Human Resources Management is required.
- Excellent interpersonal and communication skills and the ability to work in a team environment or individually.
- Fast learner, motivated, outcome oriented.
- Thorough; with a good eye for error and changes.
- Adaptable to change, ability to operate in less than perfect conditions and with less than perfect information at times.
- Ability to work with minimal guidance (Must be self-directed);
- Demonstrated ability with training and development programs
- Skilled in employee benefits administration
- Experience working with First Nations peoples.
- Knowledge of the Saik'uz First Nation community and values.

Special Considerations for Position Working Conditions/Physical Effort:

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of General Manager.

Please submit your resume via e-mail to resume@saikuz.com, with the Position ID included in the subject line, by March 7, 2022. This position will remain open until it is filled.