



CHIPPEWAS OF THE THAMES FIRST NATION

HUMAN RESOURCES MANAGER

Chippewas of the Thames First Nation is seeking a dynamic individual to fill the role of Human Resources Manager. Chippewas of the Thames First Nation is an Ojibwe Community of nearly 2500 members located along the Thames River and approximately 25 km southwest of London, Ontario.

POSTION: Human Resources Manager
REPORTS TO: Executive Administrator
WORK HOURS: Monday to Friday (8:30 to 4:30)
SALARY: To be Negotiated

GENERAL DESCRIPTION:

The Human Resources Manager will provide human resource services and advice to the Chippewas of the Thames First Nation employees.

JOB DUTIES:

- Act as a first point of contact for employees, answering all general HR inquires and concerns
- Develop and implement approved human resources policies and procedures relating to all level of the organization
- Provide advice on Human Resources policy, monitor activities and if required initiate corrective action
- Facilitate recruitment of new staff by preparing job postings, participating in interviews and the selection of candidates, conducting reference checks and developing employment contracts
- Assists in the performance planning, managing and reviewing of staff, including identifying performance goals, achievements, training and documenting of reviews for personnel files
- Recommend and amend the current HR Policy of the First Nation
- Assist and recommend in the development of policies for Human resource management for the First Nation

QUALIFICATIONS & ABILITIES

- Must have your CHRP designation
- Must have a minimum of five years Human Resources Management experience
- Must have excellent oral, written, facilitation, mediation, negotiation and interpersonal communication skills
- Have the ability to exhibit a high level of confidentiality and trust
- Excellent time management, database management and organizational skills
- Must be computer literate

WORK CONDITIONS

- Interacts with clients, staff, visitors, government agencies/personnel
- Overtime as required

Full job description available upon request

INTERESTED CANDIDATES:

All qualified candidates can submit their resume, covering letter to the attention of:

Brenda French – Finance Director

bfrench@cottfn.com

Chippewas of the Thames First Nation

320 Chippewa Road

Muncey, ON N0L1Y0

Application Deadline: November 27, 2020 @ 4:00 P.M.

Successful candidate will be asked to provide current references and CPIC

Please clearly mark envelope "HUMAN RESOURCES MANAGER"

NOTE: Only applicants who qualify for an interview will be contacted. Preference will be given to Aboriginal people. Chippewas of the Thames First Nation is an equal opportunity employer. Miigwech.