



Position Opening: Human Resources Manager

Duz Cho Group of Companies, based in Mackenzie, BC, is seeking a **Human Resources Manager** to meet the human resources and business needs of their company.

Duz Cho Group of Companies is a wholly owned entity of the McLeod Lake First Nation, consisting of three companies – Duz Cho Construction, Duz Cho Logging, and Duz Cho Forest Products.

Your principle mission is to initiate, develop and maintain a Human Resources department for this forestry resource and civil construction group of companies; and to play a significant strategic role in their ongoing shape, development, and success.

You will be involved in all areas of HR including recruitment and retention, new employee orientation, HR policies and procedures, Workplace Health and Safety, WCB Claims management, employee relations, compensation and benefits, training and development, performance review and management, and rewards and recognition. As a strategic business partner with the other managers, you will provide guidance and leadership on HR related disciplines, policies and issues, and support the company's vision, mission, and strategies.

You are able to demonstrate:

- Strong leadership and management skills
- Excellent communication skills - oral, written and presentation
- Excellent interpersonal, customer service, relationship-building, and decision-making skills
- Excellent time management skills; the ability to deal with multiple tasks and tight deadlines
- The ability to deal with sensitive situations and confidential information
- Your commitment to achieving excellence in Human Resources through your ongoing personal and professional development, keeping abreast of emerging policies and issues in HR management, and establishing best practices for the company.

You will have:

- Post-secondary education in Human Resources
- CPHR designation or currently pursuing this designation
- 3 years experience working in a senior HR role

Experience working with First Nations is an asset.

If you believe in setting the benchmark in HR excellence while working in a dynamic and supportive work environment, Duz Cho Group would like to hear from you. An attractive compensation and benefits package will be offered to the successful candidate.

Qualified applicants can send their resume and cover letter to pdirecruiting@peopledynamicsinc.com by midnight PT on **date**.

Thank you in advance for your interest. We regret that we can only respond to candidates chosen for an interview.