



McLeod Lake Indian Band
General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Job Title: Human Resources Advisor
Position Type: Permanent
Hours of work: 8:30 a.m. and 4:00 p.m. Monday through Friday. Although a standard 35-hour work week is typical, there may be requirement to work variable hours.

Job Summary:

Under the direction of the MLIB Band Administrator, the Human Resources Advisor will facilitate the effective and efficient human resources management of all MLIB employees.

Duties include *but not limited to*:

- Provide support to all levels of the organization regarding personnel management
- All aspects of recruitment – advertising, screening, candidate selection, preparing employment contracts, etc.
- Assist managers to develop human resource strategies
- Facilitate employee professional development
- Work with OH&S Committee to develop and implement employee wellness and workplace safety programs
- Work with managers to prepare and evaluate job descriptions
- Ensure compliance with federal and provincial legislation
- Develop and administer MLIB Policies and Procedures
- Responsible for management of personnel records
- Attend monthly staff meetings at the MLIB Chetwynd Land Referral Office

Basic Qualifications

- Post-Secondary education in Human Resources, a related discipline, or a combination of education and work experience. A CHRP designation or working towards the designation is an asset
- Must be familiar with employment legislation, Canada Labour Code, BC Employment standards, Occupational Health and Safety and Supervisory Management
- Understanding of the cultural and political environment of the MLIB First Nation and Traditional Territory
- Must have proven abilities of working in a team environment
- Possess superior written and oral communications skills
- Understanding and knowledge of McLeod Lake Indian Band
- Advanced computer use skill. Advanced user knowledge of MS Office Suite
- Hold a valid BC Driver's License

Only those short-listed for an interview will be contacted. No phone calls please. Thank you in advance for your interest in employment with MLIB.

Submit resumes and a cover letter to:

McLeod Lake Indian Band
General Delivery, McLeod Lake BC V0J 2G0
Attention: Human Resources
Email: bandmanager@mlib.ca
Opening date: May 23, 2019
Closing date: Until position is filled