

Human Resources Manager

Job Title: Human Resources Manager
Hours of Work: Full Time
Location: Dease Lake, BC (with travel to camps & job sites)
Start Date: As soon as possible
Closing Date: Until Filled

Duties & Responsibilities

- Developing and providing operational and strategic advice, guidance and recommendations to management on complex or sensitive human resources issues, including HR planning, staffing and labour relations.
- Monitoring all employees' adherences to the personnel manual.
- Coordinating all recruitment including hiring, firing or disciplining employees.
- Administrating the group benefit plan for all employees.

Education & Experience

- Grade 12 with post-secondary coursework specializing in human resources management or Certification as Human Resources professional.
- 5 years of diverse human resources experience preferred.
- Excellent leadership and communication skills.
- Knowledge of Microsoft applications including Word, Excel and Outlook.

Conditions of Employment

- Valid class 5 driver's license.
- Willingness to sign an Oath of Confidentiality.
- Completion of a criminal record check as requested.
- Willingness to work overtime during peak or critical work periods.
- Requirement for regular visits to job sites, with overnight stays as required.
- Must be able to submit and pass regular drug and alcohol testing in order to be able to access job sites.

How to Apply

Please send a cover letter and resume to communications@tndc.ca (in MS Word or PDF format) or via fax to **250.771.5454**. Only applicants selected for an interview will be contacted. **Tahltan members are encouraged to apply.**