



Employment Opportunity

Position: Human Resources (HR) Generalist
Location: Dease Lake or Remote Location for the right candidate
Status: Full time / Term (maternity leave coverage)
Closing Date: Until filled

The HR Generalist will play a key role in the HR Department. This position will provide senior level coordination and administrative support to activities designed to deliver the best experience for the employees of the organization. This role operates in an environment requiring a high degree of confidentiality and accuracy, as it provides significant support to the planning and delivery of the human resources activities including staff development, engagement, recruitment and performance management.

This role will develop, deliver, and maintain systems to support and enhance complete employee lifecycle. The successful candidate will be a key player in a highly progressive and motivated team who will possess a positive attitude and be a good ambassador for TNDC.

Responsibilities

Reporting to the HR Manager or designate, responsibilities include, but are not limited to:

- provide daily HR support and coaching to management and employees in areas related to HR policies, procedures and employee relations
- assist management in building an organizational culture based on trust, openness and accountability
- support recruitment activities by preparing or updating job descriptions, preparing job postings, conducting resume screening, coordinating interviews, facilitating interview processes, and completing reference checks
- coordinate and support onboarding by preparing offer letters, completing hiring packages, managing new hire paperwork and delivering onboarding orientations
- implement HR programs, policies, and processes to ensure they are implemented in a manner that supports the organization's strategic plan
- support and guide employees, supervisors and management in performance management best practices
- ensure legal compliance of HR provincial and federal regulations and applicable employment laws, and update policies and/or procedures as required
- contribute to the preparation and publishing of HR employee communication
- other HR activities to support the success of TNDC

Qualifications and experience

- Bachelor's Degree with a concentration in Human Resources Management or related discipline, combined with a minimum of two (2) years of relevant experience; CPHR designation is considered an asset
- excellent communication skills, interpersonal skills, ethics and cultural awareness
- resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies
- advanced knowledge of MS Office and comfortable learning new technical systems as needed
- able to take direction, follow instructions, adapt to changing priorities and multi-task
- a team player who works respectfully and cooperatively with others

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- the ability to maintain high levels of confidentiality

Please apply to:

Human Resources, Tahltan Nation Development Corporation
Box 250 | IR #9 | Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS