



Assembly of Manitoba Chiefs
EMPOWERING OUR NATIONS

Sub Office

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JOB DESCRIPTION

HUMAN RESOURCE ADMINISTRATOR

POSITION SUMMARY:

Under the direction and supervision of the Executive Director the HR Administrator is responsible for planning, organizing, directing, controlling and analyzing the operations of the Human Resources department. Key areas of responsibility include assisting with the development and implementation of policy and procedure; recruitment, orientation and training, benefits administration, file management, health and safety and other areas as directed. In addition to remaining current with all applicable federal, provincial and municipal laws and regulations, this role requires the individual to adhere to and enforce all established Organizational policies and procedures. This role further requires the individual to maintain positive relationships between the management team and employees. Other duties may be assigned as necessary.

QUALIFICATIONS:

- Oversee all of the Human Resources department operations and processes.
- Maintain accurate and comprehensive personnel records
- Assist in the recruitment and selection processes.
- Prepare formal communications to employees for management review.
- Assist with benefits administration as required.
- Respond to internal and external Human Resources related inquiries from staff, department managers, and other parties.
- Distribute HR policies, procedures and memorandums to the appropriate individuals, and departments across the organization.
- Draft general forms, letters, reports and memos as necessary.
- Assist with the conduct of disciplinary action.
- Assist with the development of policy and procedures.
- Help to ensure organization wide compliance with policies, procedures and applicable regulations.
- Assist with employee orientation and training.
- Assist managers with training program development.
- Provide assistance with regards to organizational research and succession planning.
- Receive and distribute all forms of HR communications.
- Assist with regular research and compliance initiatives regarding Human Resources issues.
- Keep accurate and complete records and forms of filed items.
- Answer questions about records as necessary

- Eliminate unnecessary and outdated materials, destroying them or transferring them to inactive storage accounting to file maintenance/legal guidelines
- Strategically plan for the organization's human capital needs, in concert with other managers.
- Maintain positive working relationships with employees and the management team.
- Deliver occupational health and safety training to new hires.
- Advise and assist departmental managers on the interpretation and administration of policies, programs and best practices.
- Adhere to legislation such as the Human Rights Act and Labour Standards Act.
- Assist managers with job performance evaluations.
- Identify job vacancies and plan for filling them.
- Recruit and select new hires based on their knowledge, skills and abilities.
- Inform employees about policies, job duties, working conditions, wages, and opportunities for promotion.
- Advise managers on organizational matters such as discrimination, discipline, harassment, etc.
- Compile statistical reports and metrics concerning personnel-related data such as turnover, cost of vacancy, grievance resolution and absenteeism rates.
- Analyze statistical reports to identify and determine causes of personnel problems and develop recommendations for improvement.
- Conduct exit interviews.
- Assist in the investigation and reporting of accidents/incidents.
- Remain current with best practices, legislative changes and industry standards.
- Other duties may be assigned as required.

Closing date for applications is **Open Until Position Filled.**

Please submit a cover letter identifying your qualifications with a resume and 3 letters of reference from a previous employer to the attention of:

Natalie Ballentyne, Interim Executive Director
 Assembly of Manitoba Chiefs
 2nd Floor, 275 Portage Avenue
 Winnipeg, MB R3B 2B3

Fax: 204.943.2369

Email: nballentyne@manitobachiefs.com

We thank all who apply and advise that only those selected for further consideration will be contacted and required to provide 3 letters of reference from a previous employer; preference will be given to a qualified First Nation candidate.