

## **NORTHERN NISHNAWBE EDUCATION COUNCIL**



### **EMPLOYMENT OPPORTUNITY**

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

### **HUMAN RESOURCES COORDINATOR Thunder Bay, ON**

#### **GENERAL:**

The Human Resources Coordinator is responsible for providing support in the various human resources functions, which may include Human Resources Information System (HRIS), Salary and compensation correspondence, development and review of job descriptions, recruitment, selection, training and development. The Human Resources Coordinator provides advice and assistance to supervisors, employees, leadership and associated committees. This position requires continual learning to remain current with employment laws, legislation and all personnel matters. Personal development and other training may also be required or requested from time to time. The Human Resources Coordinator will report directly to the Human Resources Manager.

#### **RESPONSIBILITIES:**

1. Provide clerical and administrative support to the HR Department.
2. Work with managers to onboard/offboard staff as needed and ensure that computer equipment is provided and/or returned appropriately.
3. Provide PVSC letters to new staff and ensure follow-up.
4. Complete reference checks for new hires.
5. Coordinate and assign employee training in Citations Canada.
6. Ensure training follows the Employment Standards Act.
7. Assist with maintaining the HRIS – Human Resource Information System
8. Represent NNEC professionally
9. Complete other duties and projects as assigned.

**QUALIFICATIONS:**

- Post-secondary degree/diploma in Human Resources, Business or Administration
- Previous work experience in Administration or Human Resources is preferred
- Excellent communication skills, both verbal and written
- Exceptional organizational skills for managing multiple tasks while paying attention to detail
- Commitment to Health and Safety
- Able to work efficiently as part of a team as well as independently.
- Experience with office management software like MS Office (MS Excel, MS Word, Email, Teams, Powerpoint) required.
- Ability to interpret and implement company policies and procedures
- High level of integrity and work ethic to handle sensitive or private information with tact and discretion
- Knowledge and understanding of First Nations culture, traditions and lifestyle

**SALARY:**

\$65,556 to \$80,626

All staff are compensated 13 weeks of vacation, either with vacation days, monetary compensation or a combination of both.

\*\*NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is for a newly created position and will remain open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to [humanresources@nnec.on.ca](mailto:humanresources@nnec.on.ca)