



Wahnapiatae First Nation

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JOB POSTING

Job Title: Human Resources Coordinator
Location: Wahnapiatae First Nation (WFN)
Term: Permanent Full-Time – 35 hours per week
Reports To: Executive Director
Salary Range: To be determined

NATURE AND SCOPE OF POSITION:

The Human Resources Coordinator is responsible for supporting a broad range of human resources functions for WFN. This role works closely with the Executive Director and external human resources consultants to ensure effective delivery of HR services.

The position plays a key role in maintaining HR policies, supporting recruitment and employee relations, administering benefits and attendance programs, and ensuring compliance with applicable legislation and organizational policies. The Human Resources Coordinator contributes to a positive workplace culture aligned with the Mission, Vision, and values of WFN.

SPECIFIC RESPONSIBILITIES:

- Coordinate day-to-day human resources services and employee relations.
- Provide guidance and support to managers and staff on HR-related matters.
- Assist with recruitment processes including job postings, screening, and onboarding.
- Support performance management processes and documentation.
- Maintain accurate and confidential employee records and files.
- Review and update HR policies and procedures as required.
- Assist with benefits administration, pension coordination, and employee inquiries.
- Support attendance management, disability management, and return-to-work programs.
- Promote and support a safe and healthy workplace environment.
- Provide administrative support to the Joint Occupational Health and Safety Committee.
- Assist with workplace investigations as required.
- Administer workers' compensation claims in collaboration with the Director of Finance.
- Ensure compliance with relevant legislation including the Canada Labour Code, Canadian Human Rights Act, and applicable accessibility standards.
- Perform other related duties as assigned by the Executive Director.

QUALIFICATIONS:

- Diploma or degree in Human Resources, Business Administration, or a related field.
- CHRP or CHRL designation is considered an asset.
- Minimum 2–3 years of experience in a human resources role.
- Experience working in a federally regulated environment is considered an asset.
- Knowledge of employment legislation and HR best practices.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office and HR information systems.
- Experience working with First Nation communities or organizations is considered an asset.
- Demonstrated respect for Anishinabek culture.
- Knowledge of Anishinabek culture and governance structure is considered an asset.

WORKING CONDITIONS:

- Office-based position located in Wahnapiatae First Nation.
- Occasional flexibility may be required to meet organizational needs.

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest; however, only those interviewed will be contacted.