



Human Resources Officer

Purpose:

Help create a positive and supportive work environment. Assist with hiring, employee records, training, and policies to support the goals of MGBHLMFN Economic Development.

Main Responsibilities:

- Communicate clearly and professionally with employees, leadership, and community members.
- Support updates to organizational charts and job descriptions.
- Help coordinate recruitment to find qualified candidates.
- Assist with hiring, promotions, and employee placement.
- Organize and support employee training programs and new employee orientations.
- Maintain and organize employee files and records.
- Track staff attendance, sick days, vacation, overtime, and absences.
- Support performance review processes.
- Stay informed about employment laws and workplace policies.
- Promote a positive team environment within the HR department.
- Network with other First Nations, agencies, and organizations to benefit the community.

Qualifications:

- Grade 12 diploma or equivalent.
- Certificate or diploma in Business Administration or Human Resources.
- Experience in HR tasks like recruitment and training.
- Knowledge of employment laws (an asset).
- Strong communication skills, both written and spoken.
- Good computer skills, especially Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and as part of a team.
- Supportive, organized, and detail oriented.
- Must pass a background check (CPIC).

- Previous experience working with First Nations communities is preferred.

Work Environment:

- Mostly working at a computer, with some face-to-face conversations.
- May handle multiple projects and deal with interruptions.
- Maintain a respectful, safe, and professional workplace.
- Ability to handle stress and conflicts when they arise.

HOW TO APPLY:

Email: m.achakus@mosquitoecdev.ca

Deadline: September 10th, 2025

Please submit your resume with cover letter outlining your interest to:
Mosquito, Grizzly Bear's Head, Lean Man First Nation Economic Development
Only those selected for an interview will be contacted.