



HR Generalist (Government Administration Office)

About The Kwikwetlem First Nation

The Kwikwetlem community are proud downriver Halkomelem speaking Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. The Kwikwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwikwetlem people.

About the Opportunity

The Kwikwetlem First Nation (KFN) is looking for an experienced HR Generalist to manage the day-to-day transactional HR activities of our busy Government Administration Office on Colony Farm Road, in Coquitlam, BC.

The HR Generalist reports to the CAO and will focus on leading full cycle Recruiting efforts in collaboration with Hiring Managers, building strong relationships with staff and managers while providing guidance, sound advice and policy interpretation. Acting as the first point of contact for managers and staff at the government office on day to day HR related inquiries, this role will respond to questions, provide information and administer programs /processes to ensure the efficient daily operation of the HR department, while demonstrating behaviours aligned to KFN's mission, vision & values.

Responsibilities will include, but are not limited to:

Recruitment & Onboarding

- Perform full-cycle recruitment including job posting, applicant tracking, pre-screening, interviewing, employment offers, background checks, onboarding, etc.
- Conduct and ensure required on boarding, role specific and ongoing training is completed (safety training, anti-harassment training, new hire orientation, performance reviews, and ongoing skills development)
- Creates new employee files/records and enters applicable information into payroll system
- Promote KFN as an attractive place of employment through networking, candidate/external recruiter contact and communication with various internal and external sources such post-secondary institutions – e.g., UBC, SFU, BCIT as well as relevant industry associations

Staff Administration & Relations

- Oversees and prepares new hire documentation, employee changes, departure letters, and any other employment-related correspondence
- Ensures employee changes are updated and maintained within payroll system and physical files
- Proactively handles employment-related inquiries from applicants, employees, and managers answering routine inquiries or escalating complex or sensitive matters to the appropriate staff
- Attend and participate in employee disciplinary meetings, terminations, and investigations as per HR policy
- Mediates, coaches and provides appropriate advice to staff and Managers with a conflict resolution mindset
- Ensures highly sensitive and confidential information and records are protected, retained and safeguarded

Program & Policy Administration

- Provides HR advice and guidance regarding applicable HR legislative requirements in a Federal and/or BC context, KFN HR policy, procedures and guidelines
- Supports Managers with completion of annual performance review process (probationary period reviews, promotions, transfers, expectation/goal setting, performance coaching and follow up on active performance improvement plans)
- Make recommendations for improvement of company policies, procedures, and practices on personnel matters

Engagement and Culture

- Support and foster a culture that reinforces KFN's mission, vision and values; encourages collaboration and teamwork, develops employee engagement, embraces change and is resilient to growth
- Acts as a change champion; coaches, supports and educates staff on managing and moving through organizational change

About the Ideal Candidate

- You see the interdependent connection between businesses and departments which allows you to make informed and intentional decisions through strong critical thinking skills.
- Your approach is collaborative; a team player who possesses a strong work ethic and acts as a role model for others
- Your confidence and tact when working with others enables you to share ideas and recommendations with large groups in an engaging way.
- You are self-managed, goal oriented and finish what you start.
- You have depth of experience in all areas of HR with at least 3-5 years' experience in a professional hands-on generalist role, preferably in a First Nations or Non-profit environment
- College or University degree/diploma, preferably in Human Resources Management and/or Labour Relations or a combination of equitable education and experience; certified HR Professional designation or equivalent specialty certification considered an asset
- Strong knowledge of both Federal and BC Employment Standards, Human Rights Code and Occupational Health & Safety (OHSA) regulations and legislation

- Strong hands on experience supporting team building, managing change, conflict resolution & mediation
- Sound judgement and analytical skills, including the ability to identify issues, and make recommendations
- Demonstrated sound decision-making skills in handling complex and sensitive situations
- Excellent organizational, time management and problem-solving skills with ability to coordinate and set priorities to meet deadlines while dealing with conflicting demands and changing priorities
- Excellent verbal and written communication skills to produce reports and deliver effective presentations
- Excellent Computer literacy utilizing MS Office software applications and proficiency in spreadsheets, scheduling and presentation software (PowerPoint)
- Proficiency and experience working with technology, with advanced MS Office skills
- Valid BC Drivers License with a reliable vehicle and appropriate insurance
- Able to travel to attend conferences or business meetings from time to time

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people.

If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and resume to hr@kwikwetlem.com.

We thank all applicants for their interest however only short-listed candidates will be contacted