

Human Resources Administrator

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2024
Position Title	Human Resources Administrator
Posting Date	May 6, 2024
Closing Date	May 30, 2024
Start Date	ASAP
Hours	37.5 hours – Monday-Friday 8:30 a.m. – 4:30 p.m. with occasional evening and weekend hours required
Position Status	Full-time, contract (determinant) to June 30, 2025
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the HR Manager, this position will assist with the day-to-day operations of the Human Resources department. The HR Administrator will support a wide range of activities including recruitment, employee file management, employee onboarding and training HR policies and procedures development, implementation of H&S programs and organizational communication.

KEY DUTIES AND RESPONSIBILITIES

- Assist the HR Director with aspects of recruitment
- Respond to internal and external HR related inquiries and requests and provide assistance as needed
- Assist in HR projects and initiatives such as employee recognition and exit interview processes
- Assist HRD in organizing training sessions as required
- Assist in planning, coordinating and scheduling Inuuqatigiit Centre community and organizational events
- Enter and track data and compile reports as needed
- Assist with benefit enrollment, as needed, of eligible employees and coordinate benefit change information
- Assist in developing and maintaining internal policies and procedures
- Support HR Specialist and HRD in H&S programs across the organization
- Respond to inquiries and requests from employees in a timely fashion

- Work closely with the HRD and other management personnel to develop and implement employee wellness initiatives, support events planned for both the employees and clients of the Centre
- Assist in HR initiatives, remain up to date with changes in ESA and legislation
- Attend meetings and/or professional development sessions as required

ACCOUNTABILITY

- Ensure compliance with legislation and Inuuqatigiit financial & HR policies and procedures
- Adhere to and promote the mandate, workplan and mission of Inuuqatigiit Centre.

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with key partners and program staff

LEADERSHIP

- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre

ENVIRONMENTAL FACTORS

- May be required to work some evening and weekend hours
- Must demonstrate stress resistance and stamina in carrying out day to day functions
- This is primarily an on-site position

SKILLS AND KNOWLEDGE

- Inuit descent preferred
- Knowledge of the Inuit culture, language and community is considered an asset
- Ability to communicate effectively orally and in writing, in English
- Knowledge of HR information systems, such as BambooHR, SAP
- Ability to operate computer systems and relevant software
- Able to function well independently and as part of a team
- Experience in working in a busy environment, with tight deadlines

QUALIFICATIONS & REQUIREMENTS

- Diploma or degree in Human Resources, Psychology or a related field of study
- A minimum of two years experience in HR roles
- Experience working with Inuit or Indigenous communities is preferred
- Criminal Reference Check for the Vulnerable Sector, as per Inuuqatigiit policies and procedures
- Medical certification of good health
- Up-to-date immunizations; TB test, if applicable
- Proof of COVID-19 vaccine (Dose 1, 2& Booster)
- CPR/First Aid Certification (or willingness to become certified)

- Police Record Check required in keeping with Inuuqatigiit Centre's Personnel Policies and Procedures
- CPR/First Aid Certification (or willingness to become certified)
- Driver's license an asset

Please apply with a cover letter and up-to-date resume by May 30, 2024 to:

Human Resources Department, at jobs@inuugatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.