



# **NETMIZAAGGAMIG NISHNAABEG**

## **— UNSURRENDERED —**

### **Employment Opportunity** **Human Resources Generalist (Full-time Permanent)**

Netmizaaggamig Nishnaabeg is seeking a motivated and professional Human Resources Generalist to join our Human Resources Department. The Human Resources Generalist supports the day-to-day Human Resources operations by providing a wide range of HR services to employees and management. This position plays an important role in fostering a respectful, inclusive, and positive workplace while ensuring compliance with employment legislation, organizational policies, and Human Resources best practices.

#### **Qualifications:**

- Diploma or Degree in Human Resources Management, Business Administration, or a related field.
- Certified Human Resources Professional (CHRP) designation is considered an asset.
- Approximately two (2) years of experience in Human Resources or a related field is preferred; however, an equivalent combination of education, training, and relevant work or internship experience will be considered.
- Recent graduates who demonstrate a willingness to learn, strong organizational skills, and a commitment to professional growth are encouraged to apply.
- Knowledge of Human Resources principles, employment legislation, and Human Resources best practices.
- Strong interpersonal, organizational, communication, and problem-solving skills.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and Teams.
- Knowledge and appreciation of First Nation culture, traditions, and community values is considered an asset.

#### **Responsibilities:**

- Coordinate recruitment activities, including job postings, interviews, reference checks, employment offers, and onboarding.
- Prepare employment contracts, correspondence, reports, and maintain accurate and confidential Human Resources records.
- Support employee relations by assisting with performance management, attendance management, workplace investigations, conflict resolution, and leave administration.
- Coordinate employee benefit and pension enrollments, employee orientation, training, and professional development opportunities.
- Assist with the development and implementation of Human Resources policies and ensure compliance with applicable employment legislation and organizational policies.
- Prepare and communicate payroll-related employee changes with the Finance Department.



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- Participate in Human Resources projects, organizational initiatives, and perform other related duties as assigned.

### **Other Requirements:**

- Full-time, permanent, in-office position based at Netmizaaggamig Nishnaabeg.
- Monday to Friday during regular business hours.
- Occasional travel may be required for meetings, training, recruitment activities, or other organizational business.
- Valid Ontario Class G Driver's License with access to reliable transportation.
- Ability to obtain and maintain a satisfactory Criminal Record Check.
- Demonstrated respect for the culture, traditions, values, and governance of Netmizaaggamig Nishnaabeg.

### **CLOSING DATE: Until Filled**

Please submit your cover letter, resume, and three (3) professional references to:

Lorrie Wynne  
Band General Manager  
Email: [lorrie.wynne@picmobert.ca](mailto:lorrie.wynne@picmobert.ca)  
Phone: (807) 822-2134

Potential candidates will be required to provide a Police Record Check, including a Vulnerable Sector Check, and complete a drug screening test prior to any offer of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.