




Human Resources Generalist



The Nuu-chah-nulth Tribal Council (NTC) is seeking a motivated, mid-level HR professional to join its Human Resources team as a Human Resources Generalist. This permanent, full-time, position will be involved in providing a full spectrum of HR functions (including full-cycle recruiting, training, performance management, employee relations, Health and Safety) that are essential to NTC's departmental programs and services. Based out of the NTC Main office located in Port Alberni BC, the Human Resource Generalist is under the general supervision of the HR Manager.

Responsibilities Include

- ◆ Coordinate with departmental leadership in recruitment, onboarding, and staff relations.
- ◆ Perform daily administration work and support HR transactional processes.
- ◆ Work with department managers on new employee orientation and assist in the development of staff training programs.
- ◆ Collaborate with the HR Manager and other HR Generalists in the delivery of human resource initiatives.
- ◆ Advise managers and supervisors in best practices and strategies for managing supervisor HR problems and employee conflicts.
- ◆ Receive employee inquiries and provide support to employees on NTC policies and HR-related matters.
- ◆ Conduct risk assessments and ensure compliance with occupational safety standards.
- ◆ Focus on policy and WorkSafe BC compliance, and provide expert support and resources to the Joint Occupational Health and Safety Committee.

Preferred Qualifications

- ◆ Degree in Human Resources or a general bachelor's degree with associate degree in Human Resources with a minimum of 3 to 5 years relevant work experience in HR administration.
- ◆ A CPHR designation is required or CPHR Candidate with commitment to write the CPHR National Knowledge Exam.
- ◆ Solid knowledge of labour Standard of BC and Canadian Labour Code.
- ◆ Excellent communication skills, interpersonal skills, ethics, and knowledge of Indigenous culture(s).
- ◆ Strong proficiency in Microsoft Word, Outlook, Excel, Outlook, Teams, and PowerPoint.
- ◆ Possess a valid driver's licence and have daily access to a reliable vehicle.
- ◆ Provide references and an acceptable criminal record check.

Competitive benefits, and salary based on qualifications and experience. Annual salary range: \$72,000 - \$85,000.



Apply by **1 pm, April 2, 2025**, by sending your cover letter, resume, and three references (available to call) to:

Nuu-chah-nulth Tribal Council

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Candidates must be legally entitled to work in Canada to be considered for this position.

Nuu-chah-nulth Tribal Council