



Built on the foundation of Mino-Biimaadiziwn (Living a Good Life), enriched by our culture, and empowered by the voices of past, present and future generations.

PERMANENT EMPLOYMENT OPPORTUNITY
Human Resources Coordinator – HR Department
Salary Will Be Based on Experience

JOB SUMMARY:

Sagamok Anishnawbek is seeking a **Human Resources Coordinator** to join our team! This role is responsible for providing comprehensive administrative and operational support to the Human Resources department. Key responsibilities include onboarding and offboarding support, health and safety administration, and contributing to various HR programs and services.

This position plays a vital role in ensuring HR operations run smoothly and supports a positive and productive work environment aligned with Sagamok Anishnawbek's commitment to high-quality service delivery and continuous improvement.

POSITION DUTIES:

HR Support & Administration

- Provide day-to-day administrative support to the HR team
- Maintain and update HR databases and documentation
- Support planning and coordination of professional development activities
- Prepare HR-related invoices, reimbursements, and other financial documentation
- Assist with scheduling meetings, travel, and accommodations
- Contribute to various HR projects and initiatives

Health & Safety Administration

- Provide clerical support to the Health & Safety Specialist
- Maintain and organize health and safety records within the Safety Database (Atlas)
- Schedule JHSC meetings, training sessions, and safety inspections
- Assist with reporting incidents and updating safety policies and compliance documents
- Support procurement of PPE and other health and safety supplies

Employee Lifecycle Support

- Support recruitment activities, including posting jobs, screening candidates, and organizing interviews
- Coordinate onboarding and offboarding processes
- Draft employment letters, agreements, and internal communications
- Maintain confidential employee files and records
- Assist in improving HR systems, processes, and overall employee experience

TERMS AND CONDITIONS OF EMPLOYMENT:

- Must be available to work flexible hours, including evenings and weekends, if required
- Demonstrated ability to work independently, take initiative, and handle confidential information with integrity
- Subject to six (6) months' probation
- Must provide a current Criminal Record Check (CPIC), valid within 6 months
- Valid driver's license and access to a vehicle for work-related travel

COMPENSATION & BENEFITS:

- Comprehensive benefits packages for full-time employees with Employee and Family Assistance Program, MY HSA (Health Spending Account)
- Registered Retirement Plan (employer matching option)
- Opportunities for professional development

QUALIFICATIONS:

- Post-secondary education in Business Administration, Human Resources, or Health & Safety
- Minimum of 3 years of experience in an administrative or similar HR role
- Knowledge of Occupational Health & Safety practices is an asset
- Strong knowledge and respect for Anishnawbek culture, language, and traditions is essential
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio)
- Experience with cloud-based HR systems and tools is preferred
- Excellent written and verbal communication skills

Qualified candidates are invited to submit their cover letter, resumé, credentials, and three work related References (email addresses) through the Online BambooHR process

By: Until Filled.

Bamboo Link:

<https://sagamokanishnawbek.bamboohr.com/careers/230>

FOR A FULL JOB DESCRIPTION PLEASE CONTACT: hr@sagamok.ca

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