



CAREER OPPORTUNITY

Human Resource Manager

Reports to:	Executive Director
Term:	Full Time (35 hrs. week), Permanent
Start Date:	As soon as a suitable candidate is found
Remuneration:	Salary will commensurate with Qualifications and Experience

JOB PURPOSE

The Human Resource Manager, reporting directly to the Chief Executive Officer, is the link between Bonaparte First Nation organization's management and its employees. The Human Resource Manager's work spans from providing consultation on strategic planning with the CEO and department managers to recruiting, interviewing and hiring new staff; supporting, coaching and mentoring managers and supervisors with human resource related matters including interpretation and administration of HR policy and procedures; employee appraisal and discipline; and employee development and improvement plans.

The Human Resource Manager administers the Employee Group Benefit plan; completes employee onboarding; and prepares and updates Human Resource policies and procedures for management review and approval. The Human Resource Manager may supervise other HR department staff.

THE HR MANAGER SERVICES INCLUDE:

- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys and reviews to keep the organization pay scales current
- Developing, analyzing, and updating the organization chart
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

QUALIFICATIONS

EDUCATION

- Bachelors Degree in Business Administration with a focus in Human Resources; or equivalent education, training and experience

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



- Chartered professional in Human Resources (CPHR) Designation an asset
- 3-5 years' experience working in a Human Resource role
- Experience working in a First Nations environment

KNOWLEDGE AND SKILL REQUIREMENTS

- Good Supervisory skills
- Excellent verbal and written communication skills
- Excellent analytical and organizational skills to achieve desired results
- Diplomacy, tact and confidentiality in dealing with a variety of people
- Possess strong computer skills using MS Office software
- Reliability and dependability
- Ability to work in a team orientated environment
- Flexibility is necessary to adapt to changing work priorities
- Excellent judgement and problem-solving skills
- Demonstrated experience in conflict management and resolution

OTHER REQUIREMENTS

- Must have reliable vehicle and hold a valid B.C. driver's license
- Must pass criminal record check

WORKSITE LOCATION

The position will be based out of the head office of Bonaparte First Nation.
2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0

The successful candidate will enjoy a competitive salary, health benefits, retirement package and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

Bonaparte First Nation thanks all applicants for their interest, however, only those selected for an interview will be contacted.

CLOSING DATE: August 31ST, 2023 at 4pm

TO APPLY: Submit resume with references to:

Human Resources

St'uxwtéws | Bonaparte First Nations

EMAIL: HR@bonaparte.band

In accordance with Section 16(1) of the Canadian Human Rights Act and pursuant to Section 42 of the BC Human Rights code, it is Bonaparte First Nations Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.