



HUMAN RESOURCES GENERALIST

POSITION OPENING

PART TIME (3 DAYS/WK)

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The purpose of the Human Resources Generalist is to assist the Human Resource Manager with day to day operations and clerical functions of the Human Resources of MNBC.

RESPONSIBILITIES:

- Payroll Administration
- Employee Health and Wellness Initiatives
- Process, verify and maintain personnel documents; keeping them meticulously organized
- Benefits data entry into the Payroll System
- Schedule interviews for new employees as outlined by the Human Resource Manager and/or the Department Supervisor
- Conduct interviews at the request of the HR Manager if HR Manager is not available
- Support HR Manager in the recruitment process including reference checks for all successful applicants
- Posting of position openings to external recruitment sites
- Prepare quarterly staff vacation and lieu reports for HR Manager
- Manages & updates staff vacation, sick, lieu calendar, notifying appropriate line management
- In consultation with the HR Manager, prepare & take the lead on various HR initiatives
- Assist with Employee communication and feedback
- Assist new hires with understanding the Policies and Procedures & orientation as part of the onboarding process
- Compilation of Employee Reports such as employee reviews, disciplinary actions and candidate evaluations
- Draft monthly Pension Contribution Report for approval by HR Manager
- Prepare preliminary Annual Pension Contribution (APR) & the Financial Institution Commission Report (FICOM) for HR Manager
- Assist with organizational development
- Post WorkSafe Safety notices
- Will undertake a variety of day-to-day office and clerical tasks

REQUIREMENTS:

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development
- In depth knowledge of payroll administration
- Exemplary writing skills
- Proficiency in administrative skills
- High degree of discretion in dealing with highly confidential information



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- Knowledge of spreadsheets and applicable tracking software
- An organized and competent professional with phenomenal communication & interpersonal skills
- Maintain files and records with an effective filing system
- Outstanding knowledge of MS Office
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Other duties may be assigned as needed to ensure efficient operation of the organization

To apply for this position please submit your application to:

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mnbcc.ca

Deadline for applications: Friday April 26, 2019 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.