



Native Council of PEI

Job Posting – Staffing Coordinator

Job Title:	Staffing Coordinator	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$25 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	July 4, 2023
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Staffing Coordinator
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Staffing Coordinator will be responsible for gathering, organizing, and assisting with all HR related functions for the Native Council of PEI specific to onboarding, retaining and engaging employees. The Staffing Coordinator will work under the supervision of the Human Resources Administrator.

ROLE AND RESPONSIBILITIES

- Administer human resources policies, procedures, and programs for the organization.
- Assist with the process for recruitment, onboarding, and exit strategy.
- Plan and execute annual performance evaluations in conjunction with Human Resources Administrator, Office Supervisor, Management Team and President & Chief.
- Coordinate staff education, learning opportunities, and cultural competency training.
- Assist in the coordination of safety programs, workers compensation claims management, and employee accommodation plans.
- Compile, maintain, and update personnel files.
- Provide guidance and oversee mediation processes for managers/supervisors, and employees.
- Research and recommend new human resources policies to the benefit of the organization and the employees.
- Perform other related duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post secondary certification with an emphasis on Human Resources or relevant experience.
- Experience with supervision of over 20 people.
- Experience working with Indigenous populations would be considered an asset.
- Strong conflict resolution skills.
- Strong written and oral communication skills.
- Strong interpersonal skills.