



Native Council of PEI

Job Posting – Human Resources

Job Title:	Human Resources	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:	October 3, 2024
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- Human Resources Administrator
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Human Resources Administrator is the first point of contact for employees at the Native Council of PEI. The HR Administrator is responsible for maintaining all employee records, managing HR documents and onboarding new employees.

ROLE AND RESPONSIBILITIES

- Administer human resources policies and procedures for the organization.
- Research and recommend new human resources policies to the benefit of the organization and the employees.
- Prepare HR documents such as employment contracts.
- Compile, maintain, and update personnel files both electronic and paper.
- Assist with the process for recruitment, onboarding, and exit strategy.
- Work closely with Finance to ensure payroll information is accurate.
- Plan and execute annual performance evaluations in conjunction with 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.
- Provide guidance and oversee mediation processes for managers/supervisors, and employees.
- Perform other related duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post secondary certification with an emphasis on Human Resources or significant relevant experience.
- Knowledge of the Human Rights Act, Privacy Laws (PIPEDA), Employment Standards Act, Occupational Health Safety, and other relevant Acts/laws.
- Experience working with 20 plus staff.
- Experience working with Indigenous populations would be considered an asset.
- Strong conflict resolution skills, strong written and oral communication skills, strong interpersonal skills.
- Excellent organizational skills.
- Computer literacy with proficiency in MS Office applications.