



Full Time Job Opportunity

Recruitment Coordinator, HR Sipekne'katik First Nation

Application Deadline:

Thursday June 6, 2024 at 12:00noon

Anticipated Start Date:

July 2024

General Description:

Under the direction of the Human Resource Manager, Employee Relations the Recruitment Coordinator will support the diverse recruitment efforts of Sipekne'katik First Nation and it's departments. The Recruitment Coordinator will be responsible for coordinating the lifecycle of all recruitments, along with implementing recruitment strategies to engage and attract talented employees to our organization and community.

Responsibilities:

This position will require availability during the day and evenings as required.

- Identifying and attracting candidates through various forms of recruitment channels; job board, social media, employee referrals, job fairs and community connections.
- Initial resume screening to determine overall suitability for each role and review the hiring manager or director to identify final candidates for interview.
- Screening resumes for other suitable opportunities.
- Coordinating and scheduling the interviews between hiring managers/directors and the candidates.
- Support the development of interview questions.
- Prepare and distribute the interview packages to the interview Committee.
- Assist with the preparation and distribution of job offers.
- Conduct any pre-employment checks and collect any required documentation prior to the candidate's start date.
- Support the development of Job Descriptions, Job Postings and Schedule A's.
- Coordinate the on-boarding and completing of the hire packages; distributing to the relevant departments when complete.
- Provide administrative support to the HR department.
- Maintaining the short-term hire & on-call database.
- Other duties as reasonably required by the manager/director may include, but not be limited to, report writing, facilitation and/or special projects.

The work description has been designed to indicate the general nature and level of work performed by employees in the classification. It is not defined to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Qualifications and Experience:

- Some education and/or training in Human Resources, Business Administration or related field



- 1 – 2 years of experience working in an HR Department/Office or in a role that required HR functions, recruitment and/or hiring activities
- Proficiency in Microsoft Office
- Proven experience maintaining confidentiality
- Proven experience in a customer service/focused environment
- Experience with an Applicant Tracking System (ATS) considered an asset
- Experience working in a First Nation Community is considered an asset
- A criminal records check is required. Having a criminal record is not a determinate factor on the successful recruitment.

Benefits

- Starting salary will be commensurate with qualifications and experience. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and an employer pension plan.

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Department

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.