



CARRIER SEKANI FAMILY SERVICES

Job Posting

Human Resource Generalist

Prince George, BC

Full time – 35hr/wk

Salary Range: \$30.9260 - \$38.5309 per hour

Carrier Sekani Family Services (CSFS) is looking for a Human Resource Generalist to provide guidance, direction and advice to supervisors and staff. This may include information on employment related issues including but not limited to, the interpretation of company policies and procedures, recruitment and selection strategy, performance management, terminations, strategic planning, training and development.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Undergraduate degree in Human Resource Management or equivalent
- Three to five years' experience in a human resources role
- Chartered Professional Human Resources designation preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of First Nations Culture and traditions (specifically Carrier and Sekani).
- An understanding of relevant legislation, policies and procedures.
- Knowledge of human resource management.
- Knowledge of performance review methods and techniques.
- Knowledge of staff training, development and recognition.
- Ability to mentor and coach.
- Problem solving skills – Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication skills – Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communication – Edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level.

WORKING/SPECIAL CONDITIONS

- Extensive computer work and typing requiring long hours sitting and using office equipment, computers and attending sessions.
- Occasionally lift and/or move up to 25lbs.
- Initial and on-going employment is subject to submission of a clear Criminal Record check. Criminal Record Check must be conducted every three years.
- Must possess a valid driver's license

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.

How to apply: Go to www.csfs.org/jobs and "click to view our postings."

Deadline to apply: February 10, 2019. Please submit a cover letter and resume.

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.