



St'át'imc Government Services

Job Title – Human Resources Generalist

Reports to – SGS Administrator

Location – Lillooet, BC

Job Purpose –

At St'át'imc Government Services, we understand that our businesses thrive when our organization thrives, and that starts with having the right HR Professionals. If you are a people-driven professional with a strong connection to the indigenous community and are looking for a career in the exciting world of HR, this is the best place to dive in. We are looking for a qualified and resourceful HR Generalist to support SGS Administration in ensuring a collaborative, smooth and efficient roll out of all our HR initiatives. The HR Generalist will have both administrative and strategic responsibilities in directing key operational functions such as staffing, training, development, compensation, onboarding and benefits.

Key Responsibilities and Accountabilities

- Assessing organization needs and assisting with the implementation of developed HR strategies
- Administering HR Packages as required, including follow-up and education plans
- Coordinating with St'át'imc Government Services staff and other resources on varying strategies for various clients.
- Assisting clients with their HR needs such as:
 - Coordination/administration of health benefits
 - Develop, maintain and draft employment policies and related procedures
 - Develop, maintain and draft orientation and onboarding procedures for staff and leadership
 - Communication/training for client organizations on policies, procedures, and best practices
 - Onboard new staff and leadership
 - Develop, maintain and draft job descriptions and leadership position requirements
 - Advise on recruitment, training methods and skill development opportunities
 - Provide guidance, clarification and assistance on conflict resolution matters and disciplinary processes consistent with employment laws and human rights standards
 - Maintenance of employment, training, and attendance records
 - Identify areas of concern and communicate with managers and administrator through to resolution
 - Assist with WCB related issues
 - Respond to HR related questions from staff, clients and provide support as needed
 - Advise and provide recommendation on salaries, wage increases, performance evaluation and skill training
- Staying current with ongoing trends and changes to employment laws in the areas covered by St'át'imc Government Services
- Other duties as directed by management and stakeholders

Required Skills and Experience

- 2 years of related HR job experience

- Current and relevant knowledge of Employment Standards, Laws and regulations
- Resourceful, ability to work independently with strong problem solving skills
- Ability to work effectively and collaboratively in a fast-paced environment
- Must know how to multitask, follow-up and have exceptional quality of work skills
- Deadline and detail orientated
- Strong business acumen with experience in a business work environment preferred
- Excellent verbal and written communication skills to relay and obtain accurate information
- Ability to research HR needs efficiently and effectively to provide support and resolution
- Excellent computer literacy skills, including: Internet, Microsoft Office (Outlook, Word, Visio Excel, and PowerPoint)

Education:

- Graduation from an accredited secondary education institution with a focus on Human Resources management and application (CHRP).
- Knowledge of the St'at'imc Territory and individual communities

Conditions of Employment:

- Valid driver's License, and reliable vehicle
- Willing and able to travel, as required

Employment is:

- Subject to a criminal record check
- Subject to a 6-month review and assessment
- A full-time salaried position following the 6-month assessment period

Preference will be given to qualified applicants of Indigenous descent per Canada's Human Rights Act and Legislation surrounding employment equity.

Please submit a properly formatted, signed, and dated cover letter and resume listing three references with contact information and attach all current relevant certificates to:

Attention: Bobby Watkinson – SGS Administrator

Mail: Box 2218 Lillooet BC V0K 1V0 Office
Location: 10 Scotchman Road Lillooet BC
Fax: 250.256.0445
Email: Opportunities@TNIbusinessservices.com

Closing Date for applications: Monday, October 17, 2022 @ 4pm

We thank all applicants for their interest; all suitable candidates will be contacted with the results of their application.