



## JOB POSTING

### HUMAN RESOURCE GENERALIST/ LABOUR RELATIONS HUMAN RESOURCES FULL TIME PERMANENT POSITION EXECUTIVE SERVICES

**Annual Salary: SP04- Step 2-3; \$54,933.72 - \$57,131.06**

#### POSITION SUMMARY:

Under the supervision of the Human Resource Manager, the incumbent is responsible for assisting all MCA personnel in regards to Human Resource inquiries, concerns and issues and acts as Labour Relations Specialist for the organization.

#### QUALIFICATIONS:

- Bachelor's Degree in Human Resource Management or a related field with two (2) years of experience in the HR field; OR
- Post-Secondary in Human Resources or a related field together with four (4) years' experience in the HR field;
- Labour Relations certificate preferred;
- Knowledge of Federal and Provincial laws; labour laws, pension and group health insurance administrative laws;
- Ability to interpret documents; General Personal Policy, Management Employment Agreement, Collective Agreements, Labour Code, Standards of Operation Manuals, etc.

All interested applicants must submit a letter of interest, resume and copies of diplomas and certificates along with three (3) references submitted on a Consent to Release Reference Check Form (Contact Human Resources) along with a copy of valid driver's license, **no later than 4:00 p.m. Thursday, July 27, 2017** to:

Steve Lazore  
HR Staffing Officer  
Administration # 1 Building  
Akwesasne, Quebec  
H0M 1A0  
(613) 575-2250, ext. 2150  
e-mail: [steve.lazore@akwesasne.ca](mailto:steve.lazore@akwesasne.ca)

- **Only those selected for further screening or an interview will be contacted.**
- **Applicants must clearly outline that they meet the qualification requirements on their resume.**
- **A criminal records check is mandatory**
- **Native preference in hiring.**
- **As a requirement of employment all applicants must have a Canadian Social Insurance Number.**
- **An eligibility list will be created for one (1) year.**