



**JOB POSTING
HR GENERALIST/LABOUR RELATIONS
FULL TIME PERMANENT POSITION
Under-fill will be considered
HUMAN RESOURCES
EXECUTIVE SERVICES**

PAY LEVEL: SP4 ST 2 \$55,757.78

UNDERFILL: SP4 ST1 \$53,613.25

SUMMARY OF RESPONSIBILITIES:

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

QUALIFICATIONS:

- Bachelors Degree in Human Resources or related field with two (2) years of experience in the HR field; **OR**
- Post Secondary Diploma in Human Resources or related field together with four (4) years of experience in the HR field.
- Labour Relations Certificate preferred.

UNDERFILL CRITERIA:

- Post Secondary Diploma in Human Resources or related field together with two (2) years of experience in the HR field.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a consent to release reference check form (Contact Human Resources) along with a copy of a valid driver's license **no later than 5:00 p.m., Thursday, November 15, 2018 to:**

**Shayleen Thompson, HR Staffing Officer
Administration Building #1
Akwesasne, Quebec
H0M 1A0
Phone: (613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

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