



**JOB POSTING
HUMAN RESOURCE MANAGER
FULL TIME POSITION
HUMAN RESOURCES
EXECUTIVE SERVICES**

SALARY LEVEL: MG01 \$78,482.35

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Director of Finance & Administration, the Human Resource Manager will lead the HR team to build an engaged, committed and productive MCA workforce. You will deliver strategic, support and administrative HR services throughout the organization. The Human Resource Manager is responsible for labour relations management, recruitment and selection, compensation and benefits administration, performance management, policy development and interpretation, HRIS administration, employee development and succession planning for the entire MCA organization.

QUALIFICATIONS:

- Bachelor's Degree in Human Resource Management or Industrial Relations, Business, Commerce or a relevant discipline with two (2) years of management experience (or in a related field) **OR**
- Post Secondary Diploma from a Human Resource or Business Administration discipline or a relevant field with a minimum of five (5) years of management experience (or in a related field):
- Experience in Contract Management, Unionized Negotiations or Mediation/Dispute Resolution is preferred:
- Experience with a Human Resource Information System is preferred:
- Experience leading and motivating a team:
- Currently certified as a Certified Human Resource Professional (CHRP) or eligible to complete the certification within a two (2) year timeframe.

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) **no later than 5:00 p.m., Friday, August 30, 2019 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 show proof of having a Canadian Social Insurance Number.
- A criminal records check is mandatory.
- An eligibility list will be created for one (1) year.