



**JOB POSTING
HR MANAGER
FULL-TIME INDEFINITE HIRE
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION**

SALARY LEVEL: MG04 ST 3 \$80,838.27

DEADLINE TO APPLY: OCTOBER 3, 2023, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Director of Department of Finance & Administration, the Human Resources 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 Resources Management or Industrial Relations, Business, Commerce or a relevant discipline with two (2) years 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 Resources Information System (HRIS) is preferred;
- Experience leading and motivating a team;
- Currently certified as a Certified Human Resource Professional (CHRP) or eligible to complete the certification requirements with a two (2) year timeframe.
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All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment.

As a requirement of employment, all applicants must have a Canadian Social Insurance number.

An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0