



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

The Lac La Ronge Indian Band (LLRIB) Support Services is now accepting applications for the following position:

HUMAN RESOURCE OFFICER

Under the direction of the Director of Support Services, the Human Resource Officer (HRO) will implement personnel management policies, practices and procedures on matters of staffing, classification, wage and salary administration, staff relations, employee benefits, staff training and development, human resource planning, grievances, performance appraisals and discipline. This position is responsible for providing services to full-time employees in the communities of La Ronge, Sucker River and Hall Lake.

The suitable candidate will be able to perform the following duties:

- Under the direction of Director Support Services, ensure the development and implementation of HR initiatives and systems.
- Maintain employee information on HR information System.
- Develop monthly staffing reports.
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Create and implement effective onboarding plans.
- Develop training and development programs in consultation with Director Support Services.
- Assist Director Support Services in performance management processes
- Support the management of disciplinary and grievance issues.
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance.

The suitable candidate will possess the following qualifications:

- Minimum Bachelor's Degree in Human Resource Management with 03 years of core Human Resources experience or a Diploma in Human Resource with 5 years' experience in core Human Resources.
- A CHRP designation is an asset;
- Excellent computer skills;
- Must be very professional and serve as a leading role model to all Department employees with the utmost professionalism, discretion and confidentiality;
- Dynamic, outgoing individual who is a strong team player with an ability to perform independently;
- Excellent interpersonal and communication skills with an ability to resolve conflicts objectively and with understanding;
- Must have a valid driver's license and own a vehicle;
- Must provide a satisfactory driver's Abstract and Criminal Record Check/Vulnerable Sector Check.

Posting Date: July 24, 2019
Deadline for Applications: Until Suitable Candidate is Found

Submit **cover letter** and **resume** including three (3) **professional references, including one from your current or most recent Employer, criminal record check, and driver's abstract** to the following:

Human Resource Office
Lac La Ronge Indian Band
Box 480
La Ronge, Saskatchewan
S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: hrinfo@llrib.ca
Bamboo: <https://llrib.bamboohr.co.uk/jobs>

NOTE: Please indicate permission to contact references in the cover letter.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check.

Please be advised, applications received without the proper documentation will not be considered.

Telephone interviews will not be considered.