



ACADIA FIRST NATION

Job Title: Human Resources Manager
Department: Human Resources
Reports To: Band Manager

Purpose

Responsible to create and maintain strong administration and project management within Acadia First Nation. Significant areas include human resources planning, management, recruitment, and ongoing coordination of employee learning and development.

Overview of Major Responsibilities

- Ongoing coordination and management of Human Resources activities.
- General inquiries and communications related to Human Resources.
- Human Resources logistics.
- Management of various Human Resources projects.
- Supervise Human Resources staff.
- Maintain Human Resources budget.
- Strategic planning.

Qualifications

- At least 5 years' experience in Human Resources Management.
- Ability to analyze organizational behavior as well as human behavioral characteristics and motivations
- Self-confident and professionally tactful to be able to stand your ground and convictions in the face of opposing opinions
- Display leadership qualities and behaviors
- Knowledge and understanding of the Mi'kmaq culture, values and traditions is an asset
- Preferred candidates will have a Human Resources Certificate in Management.
- Preferred candidates will have a CHRP designation or be Member of the HRANS

A full job description can be obtained by contacting Acadia First Nation Band Office Reception Desk.

Cover letters and resumes can be submitted to: Acadia First Nation
10526 Hwy # 3
Yarmouth, NS
B5A 5J7

Or via e-mail to: frontdesk@acadiaband.ca
Fax: 902-742-8854

Deadline for Application is: 5 pm on June 16, 2016