



## ESKASONI HEALTH CENTRE IS HIRING: HUMAN RESOURCE ADMINISTRATOR

### Key Responsibilities Include:

- Participate in full-cycle recruitment to create job postings, utilize an applicant tracking system, schedule and participate in interviews, make recommendations, and follow up with candidates;\*
- Onboard and orient new employees to integrate them into the Health Centre
- Facilitating in person and/or virtual training as needed and rolling out new or amended programs/policies/processes;\*
- Provide guidance on the interpretation of HR policies.
- Provide a point of contact for staff regarding HR questions, issues and/or concerns.
- Assist in the Performance Management process by electronically distributing and retrieving performance reviews, and scheduling and participating in performance reviews;
- Administer and maintain the Health Centre's HRIS system including entering new employee information, terminations, etc;
- Administer payroll processes and information in coordination with the Band Office;\*
- Pull reports and compiling raw data into meaningful HR metrics as requested, also includes some manual tracking of data in order to produce these metrics.
- Draft and/or reviewing a variety of employment letters;
- Draft correspondence on behalf of the HR Manager, including letters, emails, memos, policies, procedures, process instructions, information summaries, proposals, etc. as needed;
- Filing and Administration of employee related information.

### Successful Candidates will have:

- Diploma in Human Resources
- HR related experience in recruitment and talent strategy, onboarding, coaching, performance management, benefits inquiries and enrollment, facilitating difficult conversations and terminations, etc
- High level of professionalism, confidentiality, discretion, resourcefulness, and the ability to produce high-quality work
- Advanced skills in MS Office and Adobe Pro
- Ability to speak Mi'kmaw is considered an asset
- a university degree / college diploma in administration or business and one to three years of previous administrative management or clerical experience.

**How to Apply:** For more information and a full job description visit [www.eskasonimentalhealth.org](http://www.eskasonimentalhealth.org) . Applicants should send a CV and cover letter to [jobs@eskasonihealth.ca](mailto:jobs@eskasonihealth.ca) by November 26, 2021. While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted. **Please note:** selected candidates **will be required to submit** to a Criminal Records Check and Sexual Abuse Registry.