



**NORTH BAY
INDIGENOUS
FRIENDSHIP
CENTRE**

980 Cassells Street
North Bay, ON, P1B 4A8
☎: (705) 472-2811
☎: (705) 472-5251
🌐: www.nbifc.org

Job Posting – 1 Full time

UNTIL FILLED

EMPLOYMENT OPPORTUNITY **Human Resource Coordinator**

Status: Permanent Full time 35 hours Monday to Friday

Accountability: The position reports directly to the Executive Director

Education & Experience:

- Post-Secondary education in office administration, Business or Human Resources.
- 2+ years administration experience preferably in human and physical Resources, an asset.
- Healthy and Safety Training including joint Health and Safety Committee education/experience.
- Demonstrated commitment to ongoing professional development within the HR profession.
- Knowledge of relevant employment legislation and regulations in Ontario, best practices within the HR field, including recruitment, orientation, compensation, training, investigation process and employee relations.

Duties and Skills:

- Must possess strong interpersonal skills.
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments, and respond to the demands of a dynamic environment.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Strong computer skills and use of relevant software programs.
- A strong sense of ethics, integrity, confidentiality and privacy.
- Demonstrated understanding and sensitivity to Indigenous culture is a priority.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.
- Scheduling job interviews and assisting in interview process.
- Ensuring background and reference checks are completed.
- Preparing new employee/volunteer files.
- Orientating new employee/volunteers to the organization (setting up a designated log-in, work station, email address, etc.)
- Tracking vacation, sick time and special leave.
- Maintaining records related to grievances, performance reviews, and disciplinary actions.

- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Completing termination paperwork and assisting with exit interviews.
- Additional duties as necessary.

Please include cover letter, resume and (3) recent references.

You may apply by mail/email to:

Executive Director

North Bay Indigenous Friendship Centre
980 Cassells Street
North Bay, ON
P1B 4A6

or

email to: director@nbifc.org

“We would like to thank all interested individuals; however, only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of Indigenous descent will be given preference”