



OPPORTUNITY BRIEF

Human Resources Coordinator

SEARCH CONDUCTED BY PLACEMAKING 4G



ABOUT

Millbrook First Nation is a Mi'kmaq community located within the town of Truro, positioned in the hub of Nova Scotia. Millbrook First Nation also has reserve land in Beaver Dam, Sheet Harbour, Dartmouth, and Cole Harbour, along with other privately owned lands near Truro and Sheet Harbour.

Using its geographic location, Millbrook First Nation has thrived in numerous economic development endeavours within the past decade. Economic development projects include but are not limited to the construction of the Truro, Millbrook Power Centre, residential apartment buildings and a gaming centre located in Cole Harbour, and a wharf in Sheet Harbour.

VISION

***Millbrook First Nation to be the economic engine
for the benefit of its members.***

This Moment, This Position

Reporting directly to the Human Resources (HR) Manager, the **Human Resources Coordinator** is responsible for providing administrative duties for the human resources department effectively and efficiently. The HR Coordinator will be responsible for providing support to the HR Manager in key areas such as **coordinating and communicating HR activities, recruitment, policy and procedure development**. Schedule, and participate in meetings, interviews, and HR events and maintain agendas. Maintain maintenance of human resource records (hard copy and digital), assisting with the preparation of HR-related reports and the coordination and implementation of training programs.

This role further requires the incumbent to maintain positive relationships between the HR department, the management team, and employees.



POSITION RESPONSIBILITIES

General

- Respond to HR-related inquiries or questions assisting when necessary.
- Assist with coordination and communication of HR correspondence to management and employees (e.g., HR-related meetings, activities, policy amendments, etc.).
- Schedule, and participate in meetings, interviews, and HR events and maintain agendas.
- Liaise with departments and employees.
- Work with the HR Manager to update policies and procedures or create new policy drafts.
- Assist managers/supervisors with the annual employee professional development review procedures
- Support the Benefit and pension enrollment process.
- Assist with processing of terminations.
- Provide administrative assistance to OH&S Officer as required.

Records Management

- Maintain both hard and digital copies (HRIS database) of HR-related information and employee personnel records (attendance, payroll information required for finance, benefits, pension, personal information, leaves, etc.) ensuring all employment requirements are met.

Recruitment

- Support all aspects of the recruitment/hiring process.
- Assist with sourcing, shortlisting, and screening applicants.
- Set up interviews.
- Issue employment contracts.
- Perform employee orientations, onboarding and update records for new hires.
- Work closely with the Finance department providing employee information required for payroll (e.g., new hires, change in salary, general employee information updates).

Training

- Work with the HR Manager to initiate, develop and manage training programs and actions.
- Data input of completed training into the HRIS database
- Coordinate training sessions and seminars with relevant departments, individuals, and service providers (e.g., Facilitators, Pension and Benefits Advisors, etc.)

Reporting

- Produce and submit reports on general HR activity (e.g., employee data, track, and report on professional development reviews by department, attendance records, etc.).
- Participate in HR projects such as collection and reporting of employee feedback as required.





EXPERIENCE & EDUCATION

- Bachelor's degree or certification in Human Resources, Business Administration, or a related field.
- 2-5 years experience as an HR Coordinator or Generalist, or in a related human resources capacity.
- Knowledge of employment standards, occupational health and safety and human rights regulations and legislation (provincial and federal).
- Proficiency in HR software and tools is an asset.
- Certifications in OHS, First-aid and/or WHIMIS.
- Advanced computer skills including proficiency in MS Office Suite (Word, PowerPoint, Excel, Outlook) and business communication tools
- Familiarity with sourcing tools, such as resume databases and social media platforms is an asset
- Proven professionalism, sound judgement, diplomacy and strong decision-making abilities.
- Ability to work effectively under pressure, both independently and as part of a team.
- Valid driver's license and reliable transportation.

***The successful candidate will be required to obtain or upgrade the following certifications:
Vulnerable Sector, Criminal Record Check***



THE PACKAGE

Salary **\$55,000 - \$60,000**
(based on prior experience)

Benefits & Pension **Benefits, Pension**
Vacation + Holiday closure in December

Location **Millbrook, Nova Scotia**



STATEMENT OF INTENTION

We are seeking a candidate with knowledge of and cultural sensitivity toward First Nations culture and our way of life.

Preference will be provided to qualified Indigenous peoples, particularly those who identify as Mi'kmaq, and/or who are from Millbrook First Nation.

If accommodation during the process would help you to present your full contribution, we would love to support you.

Apply now by
[Clicking Here!](#)

Applications will be accepted until we have found our successful candidate.

Please include a cover letter that speaks your experience and offers a glimpse of your personality.

Wela'lin!

What to Expect:

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.