



Nishnawbe-Aski Legal Services Corporation Employment Opportunity

Human Resources HRIS/Training Coordinator Thunder Bay, Ontario

Nishnawbe-Aski Legal Services Corporation (NALSC) is a unique legal services organization governed by a First Nation Board of Directors with its administrative office in Thunder Bay. We provide legal, paralegal, and law-related services to the members of the First Nations of Nishnawbe-Aski Nation (NAN).

Job Summary

We are looking to hire an **HRIS/Training Coordinator** with outstanding communication skills. An **HRIS/Training Coordinator** is also expected to have excellent organizational and time management skills. They must be reliable and should be able to accurately follow instructions with the ability to complete tasks with minimum guidance and supervision. They must also demonstrate the ability to manage competing demands in a team setting.

Knowledge, Skills and Abilities Required

- College Diploma or related Human Resources administration and recruitment experience;
- Understanding of general human resources policies and procedures;
- Participate as an active member of the Joint Health and Safety Committee;
- Schedule and participate in job fairs, HR events, and local recruitment events;
- Maintain filing, scanning, and the organization of all staff personnel files.
- Microsoft Office Applications (Word, Excel, PowerPoint);
- Strong data entry skills;
- Strong attention to detail and ability to work with confidential information;
- Requires excellent communication skills, both verbal and written;
- Some travel may be required;
- Experience working within First Nations communities;
- Ability to speak an Ojibwa, Oji-Cree, Cree is considered an asset;
- Must be able to provide a police/criminal records check.

SALARY: To be determined based on education and experience.

CLOSING DATE: Jan 31, 2023

Please send cover letter, resume and three (3) references to:

HUMAN RESOURCES

1805 Arthur Street East, Unit 100, Thunder Bay, Ontario P7E 2R6

Tel: 807-622-1413 / Fax: 807-622-3024 / Toll Free: 1-800-465-5581

Email: hr@nanlegal.on.ca

Only candidates selected for an interview will be contacted. Nishnawbe-Aski Legal Services Corporation welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.



Nishnawbe-Aski Legal Services Corporation

HRIS/TRAINING COORDINATOR

Job Description

Title: HRIS/TRAINING COORDINATOR

Dept.: Administration

Reports to: HR Manager

JD #: Admin 0008

Approved:

REVIEWED: January 19, 2023

Summary

Nishnawbe-Aski Legal Services Corporation invites applications from Nishnawbe Aski Nation (NAN) members, along with all other interested applicants for the full time position of **HRIS/Training Coordinator** in our Thunder Bay office.

QUALITIES:

We are looking to hire an **HRIS/Training Coordinator** with outstanding communication skills. An HR Recruitment Assistant is also expected to have excellent organizational and time management skills. They must be reliable and should be able to accurately follow instructions with the ability to complete tasks with minimum guidance and supervision. They must also demonstrate the ability to manage competing demands in a team setting.

PRIMARY DUTIES:

- Assist with day to day admin tasks in the HR department;
- Monitor and enter employee data in HRIS;
- Notifying employees who need continuing education or on-the-job training;
- Answering questions from employees and recording complaints;
- Implementing company programs to increase morale, such as bonuses or rewards for top performers;
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR management;
- Covering for reception as needed;
- Work with Finance to set up new staff.
- Maintain filing, scanning, and the organization of all staff personnel files.

QUALIFICATIONS:

- College Diploma or related Human Resources administration and recruitment experience;
- Understanding of general human resources policies and procedures;
- Microsoft Office Applications (Word, Excel, PowerPoint);
- Strong attention to detail and ability to work with confidential information;
- Requires excellent communication skills, both verbal and written;
- Some travel may be required;
- Experience working within First Nations communities;
- Ability to speak an Ojibwa, Oji-Cree, Cree is considered an asset;
- Must be able to provide a police/criminal records check.

REPORTING

- The HRIS/Training Coordinator is accountable to the HR Manager regarding their overall performance.

MEETINGS, TRAINING AND OUTREACH

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

FILE MAINTENANCE

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.