



Nishnawbe-Aski Legal Services Corporation

HRIS/TRAINING COORDINATOR

Job Description

Title: HRIS/TRAINING COORDINATOR

Dept.: Administration

Reports to: HR Manager

JD #: Admin 0008

Approved: Oct 10, 2023

REVIEWED: Sept 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:

- 2 yr college diploma or related Human Resources Administration and over 2yrs training 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.