



# Nishnawbe-Aski Legal Services Corporation Employment Opportunity

Nishnawbe-Aski Legal Services Corporation is presently recruiting for a

## **HRIS/TRAINING COORDINATOR** Thunder Bay, ON

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.

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.

### **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.

### **Benefits:**

- 6% pension matching
- 100% employer paid health benefits.
- 3 weeks paid vacation after your first year.

**Location:** Thunder Bay, ON

**Hours:** Full Time (35 Hours Per Week)

**Salary:** In accordance with established pay grid and commensurate with education/experience

**CLOSING DATE: July 21, 2024**

### **Please send cover letter, and resume to:**

Human Resources, Nishnawbe-Aski Legal Services Corporation,  
101 Syndicate Ave N, Suite 101 Thunder Bay, ON, P7C 3V4

Email: [hr@nanlegal.on.ca](mailto:hr@nanlegal.on.ca)

NALSC invites applications from qualified members of NAN. Please indicate in your cover letter how you meet the criteria for the position and whether you are a NAN member. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Nishnawbe-Aski Legal Services Corporation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information, please visit our website: <https://nanlegal.on.ca/jobs/>