

Human Resources Manager



Location:

Nunatsiavut (Nain, Hopedale, Makkovik, Postville, Rigolet)

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

07 June 2022

Responsibilities:

- Develop, implement and update human resources plans and policies.
- Coordinate, review and develop recruitment standards and plans.
- Ensure that all policies and procedures for hiring and terminating are followed in accordance with Nunatsiavut Government standards and the Canada Labour Code.
- Develop and revise job descriptions and office procedures as identified by management.
- Coordinate and serve on salary review committee and ensure reviews are performed in accordance with Nunatsiavut Government policy.
- Ensure all staff performance appraisals are performed annually in a timely manner.
- Experience in planning and managing financial and human resources.
- Oversee all disciplinary action involving employees.
- Other related duties as required.

Qualifications:

- Undergraduate degree in Human Resources from a recognized University with 3-5 years' experience
- Possess excellent communication, analytical and organizational skills.
- Have the ability to prioritize and remain flexible.
- Be proficient in the use of computers.
- Be able to work independently with little supervision.
- Be willing to travel.

Assets:

- Bilingual in Inuktitut and English

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

Nani:
Nunatsiavut (Nain, Hopedale, Makkovik, KipukKak, Rigolet)
suliaKapvik:
SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu
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Ikajutsitaugutigijaugajattuk:
UKâlasonguguni Inuttitut/Kallunâtullu

Kaujisallutit:

careersonline@nunatsiavut.com
Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonnet ottugannimi.