The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation’s work by putting their best into all that they do and by conducting themselves at all times ethically, professionally, and respectfully.

The Ktunaxa Nation Council has an opportunity for a Human Resources Technician role at their main office in beautiful Cranbrook BC. Reporting to the Human Resources Manager, the opportunity is perfect for someone who is looking to grow their skills and gain experience as part of the organization that supports the Ktunaxa Nation’s work.

This is a full-time permanent position with full benefits.

Key Responsibilities:

Provide Administrative Support and Coordination for the Human Resources Department in the Following Areas:

- Policies and Procedures
- Recruiting and Onboarding
- Records Management
- Employee Benefits
- Communication
- Budgeting and Finance
- Human Resources Information System
- Training and Development
- Compensation
- Reporting
Key Requirements:

- Post-secondary degree or diploma with a focus on Human Resources, Business Administration, or another related field, or an equivalent combination of work experience and education
- 3+ years of experience working in an HR administrative role
- Integrity, ethics, ability to maintain a high level of confidentiality
- Able to communicate effectively including writing, reading, oral presentations, etc.
- Attention to detail and ability to prioritize tasks in a time-effective manner
- Has related working and technical knowledge of the various HR areas of responsibility
- First Nations and Indigenous cultural awareness and sensitivity
- Knowledge of Labour Standards Legislation
- Able to provide excellent customer service
- Organizational office skills with the ability to prioritize
- Detail-orientated, able to complete tasks with accuracy and thoroughness
- Problem-solving skills coupled with analytical abilities
- Perform other HR duties as required

Interested candidates are asked to submit a cover letter and resume to KNC-HR@ktunaxa.org.

The position is open until filled.

We thank all applicants for their interest. However, only those selected for interviews will be contacted.

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all Employees and the People, Communities, and Bands that we serve. Proof of Covid Vaccination is required as per the KNC Vaccination Policy.

Ktunaxa candidates are encouraged to apply.