



LOWER KOOTENAY BAND

3425 Hwy 21/Old Community Rd, Creston, BC V0B 1G2 Ph:250-428-4428

JOB POSTING: HR Generalist

CLASSIFICATION: Permanent, Full-Time (30 hours a week)

LOCATION: Located in the southeast part of British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards and forests. The population of Creston is 5,000 and the trading area serves about 15,000 people. The Lower Kootenay Band (LKB) is a growing First Nations government with 200 plus members and is a member of the Ktunaxa Nation.

POSITION SUMMARY: The HR Generalist provides HR support including preparing and amending HR documents (e.g. employment contracts), preparing and maintaining employees records, being first point of contact for employees on HR-related queries, and assisting in review of organization HR policies and legal compliance.

Responsibilities

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits, and organizing team building activities
- Ensure compliance with labor regulations

REPORTING: The successful candidate will report to the Chief Administrative Officer.

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE:

- Minimum of 2 years of progressive and diverse experience in the human resources field
- Certificate, Diploma, or Degree in Human Resources Management or another related field is required
- Minimum of 2 years of experience in an office environment
- Intermediate level proficiency in MS Office products
- Professional level verbal and written communications skills
- A proactive approach to problem-solving with strong decision-making skills
- Ability to create and maintain respectful working relationships with Council, management, staff and community
- Previous experience in a First Nations organization is an asset



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A knowledge of and appreciation of the culture, values and political objectives of the Ktunaxa Nation would be an asset.

Please submit your cover letter and resume marked "confidential" to:

Chief Administrative Officer
Lower Kootenay Band
830 Simon Rd.
Creston, BC V0B 1G2
email: hr@lowerkootenay.com

Open until filled.