



# Naskapi Nation of Nation Naskapi de KAWAWACHIKAMACH

1009, Naskapi Road  
P.O. Box 5111  
Kawawachikamach  
Nuchimiyushiiy, Québec  
G0G 2Z0

**\*REPOST\***

## **JOB OPPORTUNITY**

### *Human Resources Manager*

<b>PERSONNEL REQUIRED</b>	One (both women and men are encouraged to apply)
<b>START DATE</b>	July 2025
<b>WORK SCHEDULE</b>	40 hours per week Monday to Friday, no overtime (some evening and weekend work will be required) Six-month probation period 1 year contract, with possibility of renewal
<b>LOCATION</b>	Nation Office, Kawawachikamach
<b>WAGE</b>	Based on the NNK Salary Scale

### **SUMMARY**

Reporting to the Director General, the Human Resource Manager oversees Human Resources (HR) services to all the departments within the Nation's operations. Such services include Recruitment Placement, Orientation Employee Productivity & Satisfaction, Benefits Procedure and Policy Administration.

The Nation is looking for an experienced team player with a positive attitude who enjoys working with people to help create a huge HR Department that meets community and organizational needs, as well as to develop the necessary procedures and policies needed to ensure a sustainable productive and positive working environment.

### **Duties and Responsibilities**

Specific duties and responsibilities included, but are not limited to, the following:

- In collaboration with Council and Managers oversee the establishment of the HR department by helping determine best practices and benchmarks while working with all Nation's departments to understand their needs and perform assessments and provide recommendations to Council;
- Liaise and support leadership, departments and employees in HR-related matters by providing or assisting with any necessary training or related administrative or procedural changes;
- In collaboration with Directors and Managers draft and update job postings and related job descriptions, coordinate job interviews, and place employees on the Nation's Pay Scale and assist with employee integration when needed;
- Develop tools and programs that help process employee requests and grievances
- Develop performance standards and evaluation techniques alongside leadership and management and perform said evaluations when needed;
- Update, develop and enforce Nation personnel policies and procedures;
- Maintains employee confidence and protects operations by keeping information confidential;
- Other tasks and responsibilities, as requested by the Director-General or Chief and Council.



## **REQUIREMENTS**

### **Education and certification**

- Possess a degree or diploma in HR, Administration, Governance or other related field or an equivalent combination of training and experience.

### **Experience**

- At least five (5) years of work experience in HR operations;
- Have a good understanding of administrative operations;
- Strong knowledge of HR our policies and procedures;
- Have strong and demonstrated organizational skills, including an ability to prioritize tasks and responsibilities and meet deadlines;
- Demonstrated knowledge of Aboriginal communities and resources;
- Experience working in a First-Nation community;
- Excellent Interpersonal and Communication skills;
- Have an ability to communicate effectively in writing in English, with Naskapi and French being considered as an asset;
- Be able to work effectively with 365 Office;
- Be able to work independently and as part of a team;
- Ability to maintain confidentiality;
- Excellent Employment History.

### **Languages**

- Fluency in English, spoken and written;
- Knowledge of Naskapi will be considered an asset: and
- Knowledge of French will be considered an asset.

## **DEADLINE**

Applications must include a **CV, Cover Letter and Two References.**

All applications must be submitted to the Secretary at the Nation Office by Monday, July 4<sup>th</sup>, 2025, at 5:00 pm. Selection of the candidates will be done by a hiring committee, in collaboration with the Director-General.

*Only applicants who meet the minimum criteria will be contacted for an interview.*

## **FURTHER INFORMATION**

Should you have any questions please contact: Ms. Theresa Chemaganish at (418) 585-2686, ext.237. Or email: [theresachemaganish@naskapi.ca](mailto:theresachemaganish@naskapi.ca)