



# Human Resources Advisor



***Make a real impact and contribute to the Cree Nation's thriving culture!***

## About WEDC

Located in Eastmain, along the majestic East Coast of James Bay, Wabannutao Eeyou Development Corporation (WEDC) is the largest employer in the Community. It regroups several entities, including a hotel, a gas station, as well as waste management, transportation, and construction companies, with a total of nearly 150 employees.

## About the Role

As a Human Resources Advisor, you will support managers and employees across the organization in all HR areas. Your day-to-day will mainly include:

- HR Operations: Supporting the management team on various HR topics such as workforce planning, organizational development, talent management, employee relations, performance management, HR compliance, and continuous improvement of HR practices.
- Health & Safety: Supporting health and safety initiatives (committees, programs, etc.), and managing CNESST and disability files.
- Payroll & Compensation: Managing HR information systems, employee files, payroll, benefits administration and compensation structures.

## What We Are Looking For

- Certificate in Human Resources accredited by CPHR Canada **or** Bachelor degree in Business Administration, Industrial Relations, Human Resources or a related field
- 2+ years of administrative work experience
- Professional experience in HR is a strong asset
- Fluent in English and liiyuu Ayimuun, le français est un atout.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and stakeholders simultaneously.
- Innovation, adaptability, sense of responsibility, initiative, and attention to detail.

## What We Offer

- Permanent full-time position (35 hours per week).
- Work location: 100% on-site, primarily in Eastmain.
- Competitive salary based on your qualifications, starting from \$70,000 annually.
- Group insurance and pension plan with contribution of the Employer.
- A dynamic work environment with a collaborative team, and the opportunity to make a real difference for the Community!

***Are you ready to join this journey?*** Submit your application at [resume@stajune.ca](mailto:resume@stajune.ca) .