



Indian Residential School Survivors Society

JOB POSTING

IRSSS HR Manager

FULL TIME TERM POSITION Vancouver or Kamloops

The **HR Manager** is a full-time position responsible for providing a leadership role and direction in all HR matters

Duties

Plan, develop & implement recruitment strategies

Oversee hiring and salary negotiation

Records and acts as first point of contact for Staff requests on leave information requests

Developing orientation and training materials for new hires

Coming up with effective compensation strategies for employees

Ensuring legal compliance with current statutes and case law

Investigating escalated employee concerns and find solutions

Qualifications:

- Have or be willing to work towards Human Resources Management Diploma or Chartered Professionals in Human Resources (CPHR)
- Knowledge of human resource information software (HUMI)(or other)
- Knowledge of general human resources strategies
- Data analysis skills
- Presentation and stakeholder communication skills
- Ability to create a culture of diversity and inclusivity
- Active listening and problem-solving skills for employee relations
- Excellent Conflict Resolution Skills
- Previous work in HR Dept of 2 years or more
- Some experience with Indigenous clientele preferred

Additional Requirements:

- Fast – paced environment
- Work under pressure
- Advanced Computer literacy, computer skills and knowledge of Microsoft Office, Excel and Internet
- Some travel will be required by air or vehicle to many communities in BC – some remote
- Knowledge of Indigenous Culture is mandatory
- Must undergo and pass a Criminal Record Check
- Strong organizational, communication, and team skills
- Creates and maintains the filing systems for HR Personnel records
- Receives, requests, locates personnel information for accurate up to date personnel files and inputs information in HR Program
- Ability to respond to issues in a tactful way
- Good Problem-solving skills
- Double-vaxed



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Term: Full Time Position Vancouver or Kamloops – Lucrative/Competitive Benefits – GWL (dental, med ltd, std, and life ins) and RBC Advantage Savings Plan (Er matched savings)

Salary: Depending on education and experience

Deadline: Until filled

Please send resume, cover letter and references to:

Please note which location you are applying for.

Angela White, Executive Director

413 West Esplanade, North Vancouver, BC V7M 1A6

Fax: **604.985.0023** Email: resumes@irsss.ca

In accordance with s. 41 of the BC Human Rights Code, preference may be given to applicants of aboriginal ancestry – please self-identify in your Cover letter

*No phone calls please. **Only those applicants short-listed will be contacted.***

Preference will be given to Indigenous Applicants