



“TOGETHER WE WILL CONTINUE TO BUILD A STRONG MÉTIS NATION”

Manager of Human Resources & Corporate Administration

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a Manager of Human Resources & Corporate Administration. Reporting to the Senior Executive Officer, this role will oversee the human resource function and administration of various corporate activities.

RESPONSIBILITIES

- Provide Human Resource Services to all employees.
- Collaboratively manage recruitment, onboarding, and termination processes.
- Oversee pension and health benefits programs.
- Facilitate conflict resolution and performance management.
- Ensure organizational compliance with Policy and Procedure Manual and applicable Provincial Labour Legislation.
- Provide oversight of third party IT services and telephone contracts.
- Provide support for all other corporate duties as assigned.

SKILLS & KNOWLEDGE

This position requires a proven level of initiative and judgment in order to organize and prioritize daily tasks and long-term objectives. Tact, diplomacy, and a commitment to teamwork are required in dealing with colleagues in an everyday working environment. Other necessary competencies include:

- Superior organizational, administrative and human resource management skills.
- Demonstrated ability to think, act, and speak strategically.
- Excellent interpersonal skills.
- Knowledge of Métis culture and history.
- Knowledge and understanding of Labour Legislation.
- Ability to produce professional documents, reports, and presentations.
- Proficient in Microsoft Office or other applicable software.
- Demonstrated ability to deal with confidential information.

EDUCATION

Post-secondary education and work experience in the field of Human Resource Management.

EXPERIENCE

Minimum five years of relevant and related work experience.

Closing Date: August 13th, 2017

Submit your resume to:

Métis Nation of Alberta
#100, 11738 Kingsway Avenue,
Edmonton, Alberta, T5G 0X5
E-mail: employment@metis.org

The Métis Nation of Alberta thanks all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please.