



External Job Posting Permanent Full-time Human Resource Generalist

Job Summary:

Under the supervision of the Human Resource Administrator, the Human Resource Generalist performs a variety of administrative duties relating to Human Resources. The Human Resource Generalist provides daily administrative functions of the Human Resource (HR) department including hiring and interviewing, administering pay, benefits and leave, and enforcing company policies and practices.

Some duties include:

- Respond to HR inquiries from staff and the public
- Prepare orientation/new employee, exit interviews, interview/ screening and other related packages as directed.
- Announce job postings in the local/national newspapers, E-Mail, etc.
- Schedule and Contact candidates/interview committee for interviews
- Contact candidate references and accreditations
- Conduct and coordinate interviews
- Provide orientation packages including other pertinent information to successful candidates
- Transcribe and type correspondence i.e. memos, offer letters, etc.
- Assist employees in completing forms including job applications, Tipi Pension & Benefits, Canada Life Applications, TD1 forms, etc.
- Process employee adjustments and Payroll input and send to Payroll for processing
- Assist the Personnel Administrator and/or Policy Analyst in research studies
- Other related duties as assigned.

Qualifications

- A diploma or degree in Business Administration, public relations, hospitality, or communications
- Minimum of two (2) years' experience in event planning.
- A combination of education and experience will be considered.
- Experience facilitating workshops and presentations
- Proficient computer skills in Microsoft Office, Word, Excel, PowerPoint, and Outlook
- Strong verbal and written communication skills
- Knowledge of all aspects relating to pre-event planning, project management, & budgetary management
- Valid Class V Drivers' license and reliable transportation

Deadline: Monday, December 1, 2025

All are welcome to apply. Priority will be given to people with Aboriginal ancestry that meet requirements. We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. Only those individuals that are being considered will be contacted for an interview.

How to apply: For more information or to apply, please email or hand deliver a sealed envelope with cover letter and resume to and marked "Personal and Confidential" to:

OCN Human Resources

E-Mail: hr@opaskwayak.ca

We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. Only those individuals that are being considered will be contacted for an interview.