



Job Opportunities**Competition #0121-20**

**HUMAN RESOURCES OFFICER
One (1) P) Full-Time Permanent
BATC Administration Office****THE POSITION**

The Human Resource Officer's primary responsibilities to include all human resource functions including working closely with all staff, utilizing the appropriate policies, procedures and programs to support the strategic vision of BATC Inc. The Human Resource Officer works under the direct supervision of the Human Resources Manager.

DUTIES AND RESPONSIBILITIES

- Manages recruitment function, including job posting, applicant screening and interviewing, reference checking, employment offers and contracts, new-hire orientations and completion of all necessary new-hire paperwork.
- Develop, implement and maintain a system to record and update employee information on an on-going basis which would include basic information such as name, address, telephone number, birth date, social insurance number, dependents, employee benefits coverage selected, education, experience and training taken, employment status, position, salary, start date, sick leave credits used and accumulated and vacation leave credits accumulated and used.
- Develop and maintain a resume database which records all applications received, address, contact number, experience, etc.
- Ensure personnel files are complete and current (i.e. copies of certificates, diplomas, criminal record checks, performance appraisals, etc.)
- Assist in developing and implementation of learning and development policies, which support the personal growth and development of employees.
- Provide support in the area of staff personal goals to ensure targets are set and are measurable
- Oversee compliance with requests for employment verification requests, personnel file subpoenas and requests for information, ensuring information divulged is not breaching employees' privacy. Ensures confidentiality of all personnel related data and documents.
- Answer staff inquiries regarding personnel policy.
- Other duties and responsibilities as assigned.

QUALIFICATIONS AND SKILLS

- University degree or community college diploma in one or more of the following disciplines; adult education, business administration, planning and evaluation or a related field.
- Minimum two (2) years experience at a community-based program level
- Demonstrated experience in policy development and implementation.
- Attention to detail and ability to prioritize, as well as organizational and good verbal and written communication skills required.
- Demonstrated ability to handle sensitive and confidential information.
- Possess well-developed computer skills with word processing, spreadsheets and database systems.
- Able to work independently and as part of a team.
- **MUST PROVIDE CPIC WITH APPLICATION**

Closing Date: January 25, 2022 by 4:30 pm – Please Quote Competition #0121-20

Please submit Resume, Cover Letter and CPIC to:

**Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0Z8**

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.