



Oromocto First Nation
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Job Competition - HR Manager

Oromocto First Nation is seeking a highly motivated, organized and reliable individual in the area of human resource development to assist with all matters pertaining to human resources for the Band. The overall goal of this position is to find an individual who will provide assistance to managers, directors and employees with policies, interpretation and application.

Education and Experience

- B/Sc/BA in Business Administration, Human Resources, Social Studies or a relevant field
- HR Certification is considered an asset
- A combination of education and experience will be considered

Skills and Knowledge

- Proficient in computer skills-Microsoft Office programs
- Ability to multi-task, adapt to a flexible and fast paced environment and complete work with minimal supervision
- Knowledge of HR functions (pay, benefits, recruitment, training and development etc)
- Understanding of labor laws and disciplinary procedures
- Strong organizational and time management abilities
- Excellent communication and interpersonal skills
- Problem solving and decision-making aptitude
- Strong ethics and reliability

Additional Requirements

- Valid drivers license with a willingness to travel
- Knowledge of Maliseet communities and territory
- Experience in Human Resource development is an asset

Note: Preference will be given to those of Aboriginal Ancestry

Salary: to be determined

If you are interested in this position, please respond with the following:

- A detailed cover letter explaining how you meet the position requirements
- A current resume
- The names/contact info of three work related references

NOTE: Failure to provide all documents as stated above will result in your application being screened out of the competition process

The deadline for submitting your resume and cover letter is 4:00pm on Tuesday February 12th, 2019 to the attention of Rhonda Paul by email to: Rhonda.paul@ofnb.com or by fax to: 506-357-2628