

	<b>JOB POSTING</b>
	<p><b>Human Resources Coordinator</b>  <b>Department: Administration</b>  <b>Reports to: HR Manager</b></p>

**Who We Are**

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

**Position Summary**

We Wai Kai Nation is seeking a detail-oriented and service-focused HR Coordinator to provide administrative and operational support to the Human Resources function across We Wai Kai Nation’s Administration and business entities.

This role is essential to maintaining accurate HR records, supporting recruitment and onboarding, coordinating benefits administration, assisting with workplace injury and return-to-work documentation, and supporting the HR Manager with HR processes and day-to-day employee inquiries.

**Responsibilities:**

**Administrative & HR Operations Support**

- Maintain confidential HR files, digital records, and tracking systems with a high degree of accuracy.
- Prepare HR documentation using approved templates, including:
  - Offer letters
  - Employment contracts
  - Orientation packages
  - Draft correspondence related to expectations and required discipline
- Manage the HR inbox, schedule meetings, coordinate HR-related appointments, and respond to general inquiries.
- Assist with gathering documentation and organizing materials to support workplace investigations and HR case files.
- Prepare HR reports, spreadsheets, and data summaries as requested.

**Recruitment & Onboarding Support**

- Draft and post job advertisements across approved platforms.

- Coordinate recruitment administration including applicant tracking, scheduling, and candidate communication.
- Coordinate interviews, reference checks, and onboarding activities.
- Prepare onboarding paperwork and set up employee files, checklists, and HRIS entries.

#### Benefits & Payroll Administration Support

- Support benefits administration including enrollments, changes, and terminations.
- Track eligibility dates, probation completion, and benefit start dates.
- Respond to basic benefit-related inquiries.
- Support payroll administration by assisting with documentation and reporting
- Liaise with external providers and service partners for documentation support and claims coordination.

#### Workplace Injury / Return-to-Work Support

- Assist with completing and submitting incident and injury documentation as required.
- Track workplace injury claims and maintain organized files and status updates.
- Support return-to-work coordination by preparing documentation, tracking follow-ups, and assisting with scheduling.
- Assist with safety-related administrative support such as training record tracking and committee coordination.

#### HRIS Implementation & HR Systems Support

- Support HRIS implementation activities including file cleanup, data entry, and record validation.
- Assist with HRIS data migration, system testing, and ensuring accurate employee records.
- Maintain accurate HRIS entries and support ongoing system updates and reporting.

#### **Qualifications & Experience**

- Certificate or diploma in Human Resources, Business Administration, or a related field is preferred.
- 1–3 years of experience in an HR support, payroll support, or administrative role.
- Strong organizational skills and attention to detail, with the ability to manage competing priorities.
- Strong written and verbal communication skills.
- Proven ability to maintain confidentiality, discretion, and professionalism.
- Proficiency with Microsoft Office (Outlook, Word, Excel). Experience with HRIS systems is an asset.

#### **Skills & Competencies**

- Strong administrative capability and ability to work in a fast-paced environment.
- Working knowledge of HR best practices and employment-related documentation.
- Familiarity with workplace policies and HR compliance requirements is an asset.
- Ability to work respectfully and effectively with employees, leadership, and community members.
- Strong judgment, professionalism, and sensitivity when handling confidential matters.

- Ability to follow established processes and contribute to improving systems over time.
- Experience working in an Indigenous governance or community environment is considered an asset.

This position is nominally scheduled to work Monday to Friday dayshift 8:30am – 4:30pm but will often require flexibility and additional time to deliver its supportive mandate. Works independently and collaboratively inclusive of regular supervision.

**Job Type:** Full time, Permanent

**Hourly Wage:** \$32 - \$41 per hour

**Benefits:** Extended Health and Dental, Virtual Health Care

**Pension:** Generous pension matching contributions of up to 9%

To apply, please submit your resume and cover letter directly to [careers@wewaikai.com](mailto:careers@wewaikai.com).

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.