

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Human Resources Generalist

### About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Finance and Administration is currently looking for a motivated and knowledgeable candidate to fill the role of **Human Resources Generalist**.

### Position Overview

Under the direction of and reporting to the Manager, Human Resources (HR), the **Human Resources Generalist** is responsible for assisting in the planning, organizing and evaluation of the operations of the Human Resources department. They support the development and implementation of policies, programs and procedures regarding human resource planning, recruitment, training and development and job evaluations. Other duties will be assigned, as necessary.

### Overview of Responsibilities:

- Support and organize the operations of the Human Resources Department.
- Co-ordinate internal and external recruitment activities.
- With direction from the HRM, advise and assist other departmental managers on interpretation and administration of personnel policies and programs.
- Recruit, interview and select applicants in coordination with appropriate manager.
- Own the training and development process, including identifying, coordinating, and tracking employee training and evaluations related to safety compliance, technical training, and professional development
- Provide current and prospective employees with information about policies, job duties, working conditions, and wages
- Serve, when required, as a link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, exits and absenteeism rates.
- Assist with analyzing statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Study federal and provincial legislation and familiarize themselves with industry trends.
- Assist in the development and implementation of programs that will drive increased employee satisfaction and commitment levels.
- Assist in compiling relative HR metrics, analyzing, reporting, and identifying trends with recommendations provided.
- Assist with the administration of leaves of absence and return-to-work program.
- Develop new programs and initiatives within the organization to aid in recruitment and retention such as employee satisfaction survey, employee incentives program, staff celebrations, and participate on social committee
- Participate with the OHS committee and other internal committees as directed by HRM or OED

### Position Requirements:

- Ability to work independently and as part of a team and able to seek and take direction when needed.
- Ability to adapt quickly in a high pace environment.
- Very High-level attention to detail.
- Familiar with HR disciplines, including benefits administration, payroll and employee set-up, training and development, and policy interpretation and development.
- Experience in general compensation practices, administration, application, and implementation is required.
- Knowledge of Korn Ferry Job Evaluation theory and management is an asset.
- Experience with Korn Ferry Architect an asset.
- Familiarity and ability to work with HRIS software. (BambooHR)
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.)
- Excellent communication skills – both written and oral.
- Able to work unsupervised with a high level of productivity and accuracy.
- Working knowledge of Nova Scotia Labour Code and Federal Labour Standards
- Ability to manage time and various activities effectively and efficiently.
- Proven problem-solving skills and interpersonal skills.
- Ability to work efficiently in an open-office and team environment.
- College Diploma or University Degree, with concentration in Human Resources, Public Relations, Communications, or other related discipline, is an asset. (Recent graduates are encouraged to apply)
- A combination of relevant education and direct hands-on Human Resource work experience in an office environment.
- Proficiency in with Microsoft Office Suite of software.

### Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

**If you would like to join The CMM Family, please see below on how to apply for this position.**

### Salary/Employment Term:

Salary Range: \$45,000 - \$60,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

### Application Deadline: Open until filled

Submit Cover Letter AND Resume to:

**Human Resources**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto:HR@cmmns.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency.***