



Career Opportunity

Employee Relations Administrator
(Full-time Permanent)

Closing:

May 22, 2026

Anticipated Start Date:

Immediate

Salary Range:

\$40,000 - \$45,500

(Based on Qualifications and Experience)

General Description:

Reporting to the Human Resources Manager, the Employee Relations Administrator supports the HR team by assisting with administrative tasks related to employee performance management and engagement initiatives. Ensure accurate documentation, timely communication, and smooth execution of performance cycles and engagement programs. This position rotates every 6 months with the Workplace Relations Administration position.

Responsibilities:

Performance Management Support 30%

- Track performance cycles (goal-setting, check-ins, reviews, PIPs)
- Send reminders to managers/employees about deadlines
- Maintain performance documentation in HRIS or tracking systems
- Prepare forms, spreadsheets, and communication materials

Employee Engagement Support 30%

- Assist with engagement surveys, feedback collection, and action tracking
- Help coordinate recognition programs, events, and culture-building initiatives
- Prepare communication materials for engagement initiatives

Data Management & Reporting 15%

- Compile data for dashboards and HR reports
- Maintain organized digital and physical files
- Support HR audits by ensuring compliance with documentation standards

Communication & Coordination 15%

- Respond to basic HR inquiries about performance or engagement processes
- Schedule meetings, training sessions, and events

- Assist in preparing presentations or packets for HR programs

Administrative Support 10%

- Update templates, forms, and SOPs related to performance or engagement processes

Qualifications and Experience/Skills:

EDUCATION: Diploma or degree in Human Resources, Business Administration, or related field

EXPERIENCE: Minimum 1–3 years of HR or administrative experience (employee relations experience considered an asset)

KNOWLEDGE/SKILL/ABILITY:

- Working knowledge of HRIS systems and Microsoft Office applications
- Knowledge of human resources practices and employment legislation
- Strong organizational and administrative skills
- High level of confidentiality and professionalism
- Effective written and verbal communication
- Attention to detail and accuracy
- Conflict resolution awareness and interpersonal skills
- Ability to manage multiple priorities in a fast-paced environment

DESIGNATION AND LICENSING:

- HR certification or progress toward certification may be considered an asset
- Completion of a satisfactory criminal records check is required

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

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. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.