



**Career Opportunity**  
Recruitment and HRIS Coordinator  
**(Full-time Permanent)**

**Closing:**  
May 22, 2026

**Salary Range:**  
\$40,000 - \$45,500  
(Based on Qualifications and Experience)

**General Description:**

Reporting to the Human Resources Manager, the Recruitment and HRIS Coordinator is responsible for full-cycle recruitment efforts and the administration of the organization's HR Information System (HRIS). Ensures accurate and secure data management, supports hiring managers throughout the recruitment process, and helps improve HR workflows through systems support.

**Responsibilities:**

**Recruitment & Onboarding 45%**

- Coordinate and manage the full recruitment lifecycle: job postings, resume screening, interview scheduling, and candidate communication
- Collaborate with hiring managers to define role requirements and ensure a smooth hiring process
- Draft and issue offer letters and new hire documentation
- Facilitate pre-employment checks (e.g., background, references, verifications)
- Assist with new hire onboarding logistics, including system setup and orientation materials
- Maintain candidate data in the Applicant Tracking System (ATS) and provide recruitment reports as needed

**HRIS Administration 35%**

- Serve as the point of contact for all HRIS-related activities, including data entry, system updates, and user access management
- Maintain data integrity across employee records, including job changes, terminations, compensation, and status updates
- Generate standard and ad hoc HRIS reports for compliance, audits, and internal analysis
- Support integrations between HRIS and other platforms (e.g., payroll, benefits, timekeeping)
- Troubleshoot system issues and liaise with vendors as needed
- Recommend improvements for system workflows and user experience

**Cross-functional Support 10%**

- Handle onboarding coordination and ensure a seamless transition from candidate to employee
- Support compliance initiatives through system tracking
- Provide backup support to other HR team members during high-volume periods or absences

**Administrative Support 10%**

- Update templates, forms, and SOPs related to workplace grievances and complaints processes
- Support HR projects, onboarding/offboarding documentation, and general clerical tasks

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

- Minimum 2–4 years of experience in human resources, recruitment coordination, HR administration, or a related role.
- Experience coordinating recruitment processes including job postings, application screening, interview scheduling, and candidate communication.
- Experience working with Human Resources Information Systems (HRIS) and maintaining employee data and reports.

**KNOWLEDGE/SKILL/ABILITY:**

- Knowledge of human resources practices and recruitment processes
- Understanding of HR information systems and data management practices
- Knowledge of employment standards, recruitment policies, and hiring procedures
- Familiarity with privacy requirements related to employee and candidate information
- Knowledge of Microsoft Office applications and HR-related reporting tools
- Strong organizational and coordination skills with the ability to manage multiple recruitment competitions simultaneously
- High level of attention to detail and accuracy when maintaining HRIS records and recruitment documentation
- Strong communication and interpersonal skills for interacting with candidates, employees, and hiring managers
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong analytical and problem-solving skills when addressing recruitment or HRIS-related issues
- Ability to learn and adapt to new HR systems and technologies
- Effective time management and ability to meet deadlines in a fast-paced environment
- Ability to work collaboratively with HR staff and organizational leaders

**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](mailto: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.***

