



**Career Opportunity**  
Workplace Relations Administrator  
**(Full-time Permanent)**

**Closing:**  
May 22, 2026

**Anticipated Start Date:**  
Immediate

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

**General Description:**

Reporting to the Human Resources Manager, the Workplace Relations Administrator is responsible for supporting the HR team in managing employee relations by accurately documenting, tracking, and processing workplace grievances and complaints. This role involves receiving external and internal complaints, maintaining detailed records, coordinating communication between staff and management, and ensuring that grievance procedures are followed in compliance with company policies and labor regulations. The role plays a key role in facilitating a fair and transparent resolution process, contributing to a positive workplace environment and effective HR operations. This position rotates every 6 months with the Employee Relations Administrator position.

**Responsibilities:**

**Grievance Management 30%**

- Receive and log employee grievances, ensuring all necessary details are accurately documented
- Monitor and track the progress of grievances to ensure timely resolution
- Assist in categorizing grievances by type and urgency to prioritize workflow

**Communication and Coordination 30%**

- Act as a point of contact between employees, managers, and HR regarding grievance procedures and updates
- Schedule and coordinate meetings or hearings related to grievance cases
- Provide information to employees about grievance policies and procedures while maintaining impartiality

**Documentation and Reporting 15%**

- Maintain comprehensive and organized records of all grievance cases
- Prepare reports for HR management summarizing trends, case outcomes, and compliance issues
- Ensure documentation meets internal audit requirements and supports legal compliance

**Policy Compliance and Support 15%**

- Assist HR in ensuring grievance processes align with company policies and employment laws
- Stay updated on changes to labor laws and HR best practices to support compliance

**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

**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)

- Working knowledge of HRIS systems and Microsoft Office applications
- Knowledge of HR practices, workplace policies, and employment standards
- Strong organizational and administrative skills
- High level of confidentiality and professionalism
- Effective written and verbal communication
- Attention to detail and strong record-keeping ability
- Conflict resolution awareness and interpersonal skills
- Strong interpersonal skills and ability to work collaboratively
- Sound judgement and discretion when handling sensitive information
- 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](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.***

