SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 2H0
Tel: 902.758.2049
Fax: 902.758.2017

Career Opportunity
Recruitment and HRIS Coordinator
(Full-time, Term)

Closing:
November 20, 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

Qualifications and Experience/Skills:

- Diploma or degree in Human Resources, Business Administration, or related field.
- Minimum 1-3 years of experience in human resources, recruitment coordination, HR administration, or a related role. A combination of education and experience will be considered.
- 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 of human resources practices, recruitment processes and policies, and employment standards.
- Understanding of HR information systems and data management practices.
- Knowledge of Microsoft Office applications and HR-related reporting tools.
- High level of attention to detail and accuracy when maintaining HRIS records and recruitment documentation.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong analytical and problem-solving skills when addressing recruitment or HRIS-related issues.
- Effective time management and ability to meet deadlines in a fast-paced environment.
- Ability to work collaboratively with HR staff and organizational leaders.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Access to reliable transportation.
- Criminal Records Check is required.

Designation and Licensing:

- HR certification or progress toward certification considered an asset

Working Conditions:

- In office 5 days per week, Monday to Friday 8:00am to 4:00pm daily, 35 hours weekly

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.