



JOB POSTING

Human Resources Administrator

(Full-Time, Permanent)

JOB OVERVIEW

Reporting to the Director of Human Resources, the Human Resources Administrator provides administrative support to the Director of Human Resources and all other functional areas of HR including HRIS data management, tracking and reporting, onboarding and offboarding of employees. As the first point of contact, the incumbent will provide a range of confidential services to employees, management and external stakeholders in a professional and trauma informed manner.

JOB RESPONSIBILITIES

As the Human Resources Administrator, you will be responsible for the following duties:

- Coordinates and administers all administrative functions of Human Resources including, but not limited to, various forms of documentation, personnel files, policies, procedures, reports and meeting coordination.
- Responsible for data entry and maintenance of the HRIS system including new hires, status and profile changes, compensation and benefit data, terminations, report generation and recording training and education.
- Liaises and communicates with Payroll in all aspects of relevant employee data feeding into the payroll system to support employee compensation and benefits.
- Organizes, compiles and tracks various human resource records and documents utilizing designated HRIS and other relevant data bases and software.
- Provides general support for the recruitment function as required. Maintains job descriptions, postings, competition files and records per established file retention standards.
- Onboards and offboards employees and assists with electronic and manual application process for extended health, dental and registered pension plans as well as criminal records checks. Functions as the Subject Matter Expert for onboarding and self-service electronic systems, assisting employees, and other stakeholders as needed.
- Provides administrative support to the full cycle recruitment function in collaboration with the hiring and HR manager as needed. May communicate with candidates and other stakeholders where applicable.
- Responds to queries from SFN employees and Managers on all aspects of Human Resources and remains knowledgeable about employment related topics such as employee benefit programs, educational programs, internal recruitment policies, and health and safety matters.



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- Coordinates and contributes to HR projects such as surveys, training programs, compensation, benefits administration and job classification.
- Assists with organizing and coordinating employee related programs and events.
- Tracks, monitors and informs Managers on employee probation and performance evaluation requirements and timelines; first aid requirements; regulated health and safety training; areas of disability and leave management, and criminal records checks as required. Submits WorkSafe incident reports within established timelines.
- Modifies policies and procedures as required.
- Performs other related tasks and duties as assigned.

JOB REQUIREMENTS

Education:

- Post-secondary education in Administration, Business, HR or another related field.
- Working on or towards CPHR designation is an asset

Experience:

- Minimum 1–2 years' experience in an HR administrative role.
- Previous experience working in or with payroll an asset.
- Previous experience working with ADP WorkForce Now preferred; exposure to other HRIS systems is an asset.
- Working experience with Microsoft Office Suite and Visio an asset

Knowledge, Skills, and Abilities:

- Solid knowledge of Human Resources functions, legalities, systems and processes.
- Proven self-starter with strong organizational and multi-tasking skills and an ability to effectively prioritize workflow.
- Demonstrated computer proficiency in Microsoft 360 Suite applications as well as databases/software used for record keeping and tracking.
- Detail oriented with exceptional problem-solving skills.
- Excellent interpersonal, written, and oral communication skills.
- High customer service orientation.
- Ability to exercise good judgement and in particular, flag and escalate potential problematic or harmful matters that may arise from time to time.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.
- General knowledge of employment laws and best practices is preferable.



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Willingness Statements:

- You must always maintain strict confidentiality and sensitivity when handling confidential information
- You must adhere to the Privacy and Security Policies and Procedures of the Snuneymuxw First Nation as well as his/her professional Code of Ethics.
- You must adhere to the Snuneymuxw Policies.
- You may be called to work outside of regular work hours if an emergency or traumatic event occurs within the Snuneymuxw First Nation community.
- You are required to provide copies of her/his professional certificates.
- You are required to possess and maintain a valid BC Driver's License, have access to a reliable vehicle, and appropriate insurance for work as you will be required to travel to other business locations as needed.
- You will be subject to satisfactory reference checks and provide and maintain a satisfactory criminal record check.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation
Attention: Human Resources
668 Centre Street, Nanaimo, BC, V9R 4Z4
or email: HR@snuneymuxw.ca

Deadline Date: Monday July 14, 2025 @ 4 PM



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Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters

Ensure clarity of direction and unity of purpose

Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships

Be open, inclusive and share knowledge

See, provide, and act on feedback

Community

Know our community and put them first

Commitment

Listen to and understand community needs

Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes

Act with transparency, honesty, and respect

Do what you say you will do

Innovation

Look for ways to improve and create positive change

Think broadly and take a wider viewpoint

Be responsive to new ideas and opportunities