



**CHIPPEWAS OF GEORGINA ISLAND
FIRST NATION**

JOB POSTING

Human Resources Coordinator

Reports To: Director of Operations

Classification: Full-time

General Description of Duties:

- Maintaining HR records and updating employee personnel file accordingly.
- Assist in Recruitment, draft offer letters as needed.
- Onboarding
- Ensure new hires are set up in internal systems and prepared for their first day
- Collect feedback on the initial onboarding experience via a survey
- Serve as the primary point of contact for candidates and new hires
- Conduct 90-day check-ins with staff and share feedback with relevant managers
- Monitor HR metrics related to recruitment and onboarding
- Benefit Administration
- Manage employee lifecycle changes, including title updates, managerial transitions, and promotions.
- Performance Management
- Setting up and overseeing the performance review process.
- Assisting managers with handling any performance concerns.
- Respond to employee queries and provide support and assistance to staff.
- Process departures and terminations, as needed.
- Provide suggestions on policy and process improvements.

Qualifications:

- Post secondary education in a Human Resources related field, or a combination of equivalent relevant work experience and training will be considered.
- Minimum of 2 years' experience in a human resource role.
- Familiarity with and ability to research, interpret and apply employment legislation.
- Demonstrates a high level of integrity, trust and composure and viewed as approachable by all levels of the organization.
- Strong data analysis and research skills, decision making and problem-solving skills.
- Strong conflict resolution, skills
- Strong planning skills with proven ability to implement.

Closing Date: Open until filled

Contact: Kevin Winch, Human Resources

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*****Only applicants meeting the minimum requirements will be contacted*****

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

Posted: August 25, 2025