



Tłichoq Investment Corporation (TIC)

The Tłichoq Investment Corporation (TIC) is searching for a proactive and experienced professional to join our HR team.

HUMAN RESOURCES OFFICER

1 year term

Reporting to the Human Resources Manager, the HR Officer is responsible for providing a range of support services to the TIC and its subsidiaries.

Responsibilities include:

- leading recruitment and retention for TIC and subsidiaries including developing job advertisements and leading the interview process
- performing Human Resources statistical reporting
- creating, monitoring and maintaining the integrity and confidentiality of HR records, files and personal information
- offering employee relations advice
- new employee onboarding and orientation
- advising management and employees on applicable legislation, policies, and procedures
- data entry, correspondence, and reporting
- payroll, benefits, pension support
- other Human Resources duties as required

Requirements:

- minimum of three years' experience as a Human Resources Professional
- a relevant certificate, diploma, or bachelor degree in Business Management, Human Resources Management, or combination of relevant courses in HR Management
- a professional designation such as Certified Human Resources Professional (CHRP) considered an asset
- experience with HR and pay management systems and processes
- excellent employee relations skills; strong leadership, mentoring, and coaching skills
- strong analytical and problem solving skills
- experience working in a multi-cultural and diverse environment;
- ability to speak the Tłichoq language is preferred and priority is given to Tłichoq beneficiaries.

If you have these qualifications, and are looking for a rewarding challenge, please forward your resumé and your salary expectation **no later than August 18, 2017 by 5:00 pm** to:

career@tlichoc.com indicating Ref# 08.02.17.

Please note that only qualified candidates will be contacted. We thank all who apply, however, only those selected for an interview will be contacted.