



**GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE**

## **GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY**

**Position Title:** Human Resources Operations Administrator  
**Position:** New Position  
**Salary:** \$80,000.00 – 83,500.00  
**Location:** Kenora, ON — HR Office (In Person)  
**Closing Date:** April 15, 2026

### **Overview:**

The Human Resources Operations Administrator is responsible for the day-to-day delivery of HR services, including employee inquiries, recruitment coordination, onboarding, records management, and the HRIS. This role ensures HR activities are completed accurately, consistently, and in compliance with organizational policies and applicable legislation. The Human Resource Administrator supports the organization and employees by providing timely guidance, maintaining documentation, tracking routine HR metrics and reporting.

### **Duties and Responsibilities:**

- Work closely with the Human Resources Manager and provide updates on all office and HR functions.
- Oversee the Human Resources Coordinator and Human Resource Administrative Assistant.
- Maintain in-depth knowledge of legal requirements related to the day-to-day operations of employees, reducing legal risks and ensuring regulatory compliance.
- Advise managers and employees on the interpretation of human resources policies and processes within the organization.
- Manage full cycle recruitment, onboarding and exit process.
- Partner with unit managers to ensure execution of developed strategies in the areas of employee relations, retention, performance development, engagement and leadership development.
- Maintain HRIS system administration, data validation checks, documentation (configuration, training, administration guides, etc.) Create new hire profiles and provide training to new hires and existing employees as required.
- Build trusted relationships with management and employees to improve work relationships, build morale, and increase productivity and retention. Respond to employee inquiries regarding policies, procedures, and programs.
- Provide report updates and recommendations to the Human Resources Manager
- Attend health & safety meetings and ensure that the organization is compliant with all applicable legislation. Work closely with the committee, review all recommendations and communicate effectively with management. Oversee the coordination of health & safety training for members and employees and create awareness within the workplace.
- Communicate effectively with all stakeholders and external organizations.
- Manage leave and accommodation process, ensure the process complies with legislation and personnel policy. Maintain effective communication with staff, management, and other involved parties in a timely manner.
- Monitor staff's daily requests and communicate effectively with staff and manager as required.
- Communicate effectively with the Finance Manager and Human Resources manager regarding staff's credit hours and dollars.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned.

### Qualifications:

- A bachelor's degree in a field related to personnel management, such as business administration, industrial relations, commerce or psychology  
or  
Completion of a professional development program in personnel administration is required, or three (3) year diploma in Human Resources Management, and three (3) years of experience in Human Resources.
- 3 – 5 Years of direct Human Resource Experience working within an Indigenous Organization will be considered an asset.
- Knowledge of Grand Council Treaty #3 Organizations and structures.
- Knowledge of the current Federal Canada Labor Code, with a strong commitment to diversity management.
- Politically and culturally sensitive.
- Strong presentation, written and verbal skills.
- Ability to identify development needs of employees and to provide coaching, mentoring, and other help.
- Strong morals and ethics, along with a commitment to a high level of Confidentiality.
- Knowledge of principles, theories, and techniques related to job classification, job analysis, and job descriptions.
- Effective communication skills with individuals at all levels of the organization.
- Able to work well under pressure and meet set deadlines.
- Professional appearance and manners.
- Able to work efficiently as part of a team and independently.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and email, is required.
- Attention to detail in all work areas.

### Working Conditions:

- Normal work weeks are 5 days, Monday to Friday, starting at 9:00 to 4:30 pm.

**Please send a cover letter, a resume, and contact information for 3 references to the attention of:**

Human Resources Department  
Grand Council Treaty #3  
P.O. Box 1720, Kenora, Ontario P9N 3X7  
Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**