



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:

FINANCE

48 Jaban Street, P.O Box 209

MOOSE FACTORY, Ontario P0L 1W0

1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:

50 Bay Road, P.O Box 189

MOOSONEE, Ontario P0L 1Y0

1(705)336-2229 Fax # 1(705)336-2492

1-866-615-1681

****EMPLOYMENT OPPORTUNITY****

Internal/External

POSITION: Human Resources Generalist

CLASSIFICATION: Contract until January 31, 2020

LOCATION: Moose Factory, ON

POSITION RESPONSIBILITIES:

The Human Resources Generalist assists with the administration of the day to day operations of the human resources functions and duties. The Human Resources Generalist carries out responsibilities in the following areas: HRIS, employee relations, training and development, Payroll Backup and recruitment.

QUALIFICATIONS:

- Human Resources Management diploma or certificate and or equivalent combination of experience and training
- Excellent oral and written communication skills
- General knowledge of various employment laws and practices
- Experience in administration of benefits and other HR Programs
- Excellent interpersonal skills
- Able to exhibit a high level of confidentiality
- Excellent organizational skills
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyze information skillfully
- Valid Class G drivers licence
- Experience with Virtuo MIS payroll and crystal reports would be an asset

SALARY: \$29.36/hr plus 4% in lieu of benefits

CLOSING DATE: Friday, November 22, 2019 at 4:30 p.m.

SUBMIT RESUME AND THREE (3) WORK REFERENCES WITH PERMISSION TO CONTACT QUOTING COMPETITION NUMBER: 103-19, TO:

Director of Human Resources
Payukotayno: James & Hudson Bay Family Service
P.O. Box 189 Moosonee, ON P0L 1Y0
Fax: (705) 999-4940 Email: hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department. . Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

Clinical Unit
P.O Box 189
Moosonee, ON.

P0L 1Y0
Ph: #705-336-0058
Fx: #705-336-0062

Niska Way Office
P.O Box 209
Moose Factory,
ON.

P0L 1W0
Ph: #705-658-2701
Fx: #705-658-2702

Fort Albany Office
P.O Box 123
Fort Albany, ON.

P0L 1H0
Ph: #705-278-4856
Fx: #705-278-4854

Kashechewan Office
P.O Box 241
Kashechewan, ON.

P0L 1S0
Ph: #705-275-4535
Fx: #705-275-1155

Attawapiskat Office
Gen. Del.
Attawapiskat, ON.

P0L 1A0
Ph: #705-997-2271
Fx: #705-997-2299

Peawanuck Office
P.O Box 64
Peawanuck, ON.

P0L 2H0
Ph: #705-473-2663
Fx: #705-473-2664