



# PAYUKOTAYNO

James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Senior Human Resources Generalist
<b>DEPARTMENT</b>	Human Resources
<b>REPORTS TO</b>	Director of Human Resources
<b>CLASSIFICATION</b>	Permanent, Full-time
<b>LOCATION</b>	Moosonee/Moose Factory
<b>POSTING DATE</b>	May 12, 2023
<b>CLOSING DATE</b>	May 26, 2023 at 4:30 p.m.
<b>COMPETITION NUMBER</b>	106-23

## POSITION RESPONSIBILITIES:

The Senior Human Resources Generalist assists with the administration of the day to day operations of the human resources functions and duties. The Senior Human Resources Generalist carries out responsibilities in the following areas: HRIS, employee relations, benefits administration, compensation and organization development.

## QUALIFICATIONS:

- Human Resources Management Certificate and or equivalent combination of at least 2 years' experience and training in an HR environment
- Excellent oral and written communication skills
- General knowledge of various employment laws and practices
- Experience in on-line 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
- Experience with ORMED or similar payroll program and crystal reports would be an asset

**SALARY RANGE:** As per Management Support Salary Grid

## **SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:**

Director of Human Resources  
 Payukotayno: James & Hudson Bay Family Services  
 P.O. Box 189, Moosonee, ON P0L 1Y0  
 Fax: (844) 444-0627 E-mail: [hr@payukotayno.ca](mailto: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.