



K'en T'em

JOB POSTING

Human Resources Generalist

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| JOB TITLE: | Human Resources Generalist |
| DEPARTMENT: | Community and Business Development |
| REPORTS TO: | Community and Business Development Manager |
| TERM: | Full-time, permanent position |
| PAY SCALE: | \$45,000.00 - \$60,000.00 Annually |
| START DATE: | As soon as a suitable candidate is found |
| CLOSING DATE: | October 31st, 2024. |



K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Cixw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

K'en T'em is seeking a highly motivated and skilled Human Resources Generalist to join our team. As a HR Generalist, you will be responsible for assisting all departments in compiling, maintaining, and processing information related to staffing, recruitment, training, and performance evaluations.

Primary Duties

- Support all departments in planning and operationalizing strategic human resource initiatives,
- Support all departments in planning recruitment activities aimed at increasing diversity and equity among staff,
- Edit and format policies and procedures,
- Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, performance evaluations and classifications,
- Maintain and update HRIS, and compile and prepare reports and documents relating to personnel activities,
- Develop interview packages and screen applicants,
- Schedule, organize, and attend interviews,
- Process, verify, and register documentation relating to personnel activities such as staffing, recruitment, training, performance evaluations, and classifications,
- Arrange for advertising or posting of job vacancies, assist in the screening of job applicants, and conduct reference checks,

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Primary Duties Continued

- Respond to telephone and written enquiries from staff and the general public regarding personnel matters,
- Arrange for advertising or posting of job vacancies, assist in the screening of job applicants, and conduct reference checks,
- Arrange for in-house and external organizational training activities (in-person training and virtual training), and
- Other duties as assigned to support the department.

Knowledge, Skills and Abilities

- Ability to handle confidential information with professionalism and discretion,
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality,
- Proficient in Microsoft Office. Ability to navigate with ease, all virtual meeting software,
- Ability to make decisions with precision and integrity using effective communication skills and with the intention of building and maintaining trusting relationships, and change management,
- Expert level written and verbal communication skills with experience in minute-taking,
- Must have administrative and organizational skills,
- Knowledge of nłę?kepmx cultural values, and willingness to learn nłę?kepmx protocols, beginner nłę?kepmxcín, and
- Recognizes and respects cultural diversity.

Experience and Requirements

- Related experience in human resources is an asset,
- A valid BC Class 5 Drivers License, with access to a reliable personal vehicle,
- Criminal Record Check are mandatory, and
- The drive to learn and excel in the position.

We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



Please submit your cover letter and resume to:

Attn: K'en T'em Human Resources

Email: HR@kentem.ca

In Person: 2025 Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.