

Human Resources Administrator

National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of Human Resources Administrator.

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Aboriginal Financial Institutions (AFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of AFIs; publishing national and regional results of AFI work; fostering partnerships and building capacity; and delivering programs, products, and services to AFIs.

The Position

Reporting to the Human Resources Manager, the Human Resources Administrator will perform administrative tasks and services to support effective and efficient operations of NACCA's human resources department.

Key Responsibilities

- Maintains accurate and up-to-date human resources files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies and benefits, leave management, etc.; refers more complex questions to the Human Resources Manager.
- Maintains the integrity and confidentiality of human resources files and records.
- Supports with periodic audits of HR files and records to ensure that all required documents are collective and filed appropriately.
- Assists with planning and execution of HR related special events such as organization-wide meetings, employee group training, etc.
- Support with all aspects of the recruitment process internally and externally while adhering to the Collective Agreement and applicable legislation.
- Administer and ensure leave management system is up-to-date and accurate.

- Administrative support for onboarding, performance development, learning and development, salary administration, health and safety, policy and procedures, and so forth.
- Support day to day operations of the Human Resources department including developing and supporting HR initiatives and programs.
- Proactively identifying improvement opportunities within HR systems and processes.
- Ad hoc support including preparing organizational charts, reporting, analysis, etc.

Qualifications and Requirements

- Bachelor's degree in human resources or related field and/or equivalent experience.
- Minimum 1-2 years of HR Administration experience or combination of both education and experience would be considered.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Excellent cross-cultural skills

This is a full-time position located in Ottawa.

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

Salary & Benefits

An attractive compensation package with excellent benefits including a defined benefits pension plan

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HR@nacca.ca