

Human Resources Officer National Aboriginal Capital Corporations Association (NACCA)

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

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) 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 IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

The Position

Reporting to the Human Resources Manager, the Human Resources Officer will play a key role in supporting the organization's human resources functions and contribute to the development and implementation of HR strategies and initiatives. They will also perform administrative tasks and services to support effective and efficient operations of NACCA.

The successful candidate will have a solid foundation in HR principles and practices and will demonstrate strong interpersonal, organizational, and problem-solving skills.

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.
- 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.
- Coordinate and conduct new employee orientations and assist in facilitating the onboarding

process, ensuring a smooth transition for new hires.

- Administer and ensure leave management system is up-to-date and accurate.
- Assist in the development, implementation, and maintenance of HR policies and procedures in compliance with legal requirements and best practices.
- Prepare and generate HR reports, metrics, and analytics for management review.
- Promote a positive work environment by fostering effective employee relations and communications.
- Administrative support for performance development, learning and development, salary administration, health and safety, etc.
- 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.

Qualifications and Requirements

- Bachelor's degree in human resources or related field and/or equivalent experience.
- A minimum of three years of HR experience or a 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