



Ojibway Nation of Saugeen

General Delivery

Savant Lake Ontario P0V2S0 Canada

(807)928-2824 phone

(807)928-2710 fax

Date: March 21st, 2025

Employment Opportunity

Closing Date For Resumes: March 27th, 2025

Job Title: Human Resources

Reports To: Krysta Derosier

Job Purpose: Providing Human Resources support to the Ojibway Nation of Saugeen's Administration team and the company's strategic goals while ensuring compliance with all relevant government legislation.

Duties and Responsibilities:

- Direct and coordinate human resource activities such as employment, compensation, benefits, and training
- Plan and conduct new employee orientation
- Create and/or revise job descriptions as required
- Advise management and staff on all government policies related to Human Resources, Human Rights, Labour Law and/or other relevant legislation
- Organize professional development and training opportunities
- Develop, update, and maintain the Ojibway Nation of Saugeen's Human Resource Policy

Requirements/Qualifications:

- A diploma or degree in a Human Resources related field with a minimum of 5 year's experience or an equivalent of education and experience
- Knowledge of Labour Relations Act, Human Rights Legislation, Occupational Health and Safety Act, and other related legislation
- Ability to work effectively with other staff, administration, government and First Nation organizations
- Excellent written, verbal, and interpersonal skills
- Ability to follow and enforce Policies and Procedures
- Ability to perform work duties with minimal supervision
- Maintain the highest standards of confidentiality

Additional Requirements:

- Current Criminal Records Check
- Valid Ontario driver's license and willingness to travel

Please email resume to krystad@ojibwaynationofsaugeen.ca or in person to Krysta Derosier at the Band Office. Only those selected for an interview will be contacted.

