



Skownan First Nation



Box 106
Skownan, MB R0L 1Y0
Phone: (204) 628-3373
Fax: (204) 628-3289

EMPLOYMENT OPPORTUNITY

Human Resources (HR) Manager Full-Time

Skownan First Nation seeks a knowledgeable, capable, organized, and hard-working individual who is able to work as a Human Resources Manager for the band administration office, the health office, and SKO Business Centre (Convenience Centre & VLT's) on a full-time basis.

The incumbent will be responsible for performing management and administrative duties in order to ensure that employee and band policies are adhered to at all times while maintaining organizational order. **Absolute confidentiality is a requirement of this position.**

The incumbent must have the ability to multi-task and work in a fast-paced and sometimes stressful environment. Must possess effective interpersonal and critical thinking skills. Ability to work with employees, leadership, and other contractual personnel will be required. Excellent writing skills and knowledge of Microsoft Office and other computer programs are required for this position. Previous knowledge of employee relations and office administration is definitely an asset. Other duties may also be assigned to this position.

The HR Manager will work independently and as part of the Skownan First Nation team and will be directly reporting to the Chief Executive Officer.

QUALIFICATIONS:

Post-Secondary education in Human Resources or an equivalent combination of related education, training, and experience may be considered.

Child Abuse Registry & Criminal Record Check (Mandatory for all SKO Employees)

DEADLINE FOR APPLICATIONS: Tuesday, November 21, 2023 at 4:30 p.m.

REMUNERATION: To be determined upon hiring.

HOURS OF WORK: Monday – Friday (9:00 a.m. to 4:30 p.m.)

DURATION: Full-Time

PLEASE DROP OFF or E-MAIL YOUR RESUME WITH AN OPENING LETTER AND THREE (3) REFERENCES TO:

Charlotte Nepinak, CEO
Skownan First Nation
Box 106
Skownan, MB R0L 1Y0
E-mail: cnepinak@skofn.com

We thank all applicants for their interest, however,
ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.