



HR AND BUSINESS OPERATIONS MANAGER

Nimkee Nupigawagan Healing Centre

Nimkee Nupigawagan Healing Centre has an amazing opportunity for a new graduate of business administration, office administration or a professional who is seasoned with social service worker /business credentials with business/office experience.

Essentially, this dynamic individual will “take care” of employees and the health of the organization.

We are willing to train the right candidate, provide relocation allowance, and we offer a generous benefits and pension package (OMERs)

General Responsibilities:

- Plan and manage recruitment and selection of staff
- Plan and conduct new employee orientation
- Identify and manage training and development needs for employees
- Develop and implement human resources policies and procedures
- Administer HR policies and procedures
- Administer compensation and benefits
- Oversee performance management
- Coordinate employee safety, welfare, and wellbeing programs
- Assist Executive Director in ensuring that operations run smoothly and align with quality standards
- Oversee building and IT functions of the organization
- Creating policies, plans, and procedures for company growth and results
- Supervision of a small staff complement.

Education, Qualifications, Experience and Requirements

- Degree or diploma in human resources management, business administration or equivalent
- Knowledge of the principles and practices of HR management or willingness to learn
- Knowledge of business principles
- Willingness to learn relevant legislation and regulations
- Knowledge of relevant software, including Word, Excel, Outlook, Adobe and other HRM systems.
- Indigenous candidate preferred.
- Must provide a CPIC/VS prior to starting employment and a Medical fit for duty will be required.

For a complete job description, email ed@nimkee.org

Please submit resume and, copies of credentials, along with a cover letter to:

ed@nimkee.org

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