



ATLANTIC FIRST NATIONS WATER AUTHORITY (AFNWA) POSITION DESCRIPTION

Position Title: Human Resources Administrator

Job Type: Full-time, One-Year Term

Reports To: Director, Corporate Services

Job Summary: The HR Administrator is a key member of our administrative team, responsible for overseeing day-to-day human resources operations. This role ensures HR policies and practices are followed, supports staff and leadership with HR-related needs, and helps implement programs that foster a healthy, supportive, and effective workplace. The ideal candidate is highly organized, adaptable, and aligned with Indigenous values of respect, community, and responsibility.

Key Responsibilities:

- Administer HR policies, procedures, and programs in alignment with organizational values and culture.
- Manage employee records and HR documentation such as personnel files and education/certification requirements, ensuring accuracy, confidentiality, and compliance.
- Coordinate full-cycle recruitment: posting jobs, screening applicants, facilitating interviews, and preparing offer letters.
- Support onboarding and orientation for new employees, ensuring a welcoming experience.
- Track and manage employee benefits, pension, leaves, and attendance records.
- Assist with payroll coordination in partnership with finance.
- Organize training, workshops, and wellness initiatives, with a focus on professional development and cultural learning.
- Provide support and guidance to employees and managers on HR issues and inquiries.
- Participate in HR strategy development, community engagement, youth engagement, and employee relations initiatives.
- Support for other Corporate Services projects, and assist with administrative duties, as required.

Qualifications:

- College Diploma in HR, Business Administration, or a related field.
- 2+ years of Administrative experience, or equivalent.
- CHRP/CIHRP or willingness to obtain is considered a strong asset.
- Strong ability to manage confidential information with discretion and integrity.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with HRIS and/or accounting software.
- Effective communication skills, both verbal and written, with the ability to interact professionally with stakeholders.
- Demonstrated knowledge of relevant employment legislation.
- Knowledge of payroll processes and financial principles is an asset.

Hours of Work: 40 hours per week

Salary: \$52,549 – \$65,687, dependent on experience

Closing Date: May 9, 2025

Application Instructions:

Kindly forward all inquiries and applications to HR@AFNWA.CA. Application documents will only be accepted in .PDF or .DOC format. The applicant will receive an email confirming that the application has been received and all attachments are accessible.

All qualified candidates are encouraged to apply, if you are Indigenous, please self-identify in cover letter. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.