



KDC Health
1400 A DRAKE ROAD
CAMPBELL RIVER, B.C. V9W 7K6
Phone (250) 286-9766
Fax (250) 286-9713

Upcoming Employment Opportunity, Human Resources Coordinator

Location: Campbell River, BC

As an employee of the Kwakiutl District Council (KDC) you will be a key member of the senior management team, responsible for overseeing the human resources requirements of the KDC.

Reporting to the KDC Administrator, the HR Coordinator works as a member of the senior management team and provides support to the KDC team associated with day-to-day Human Resource related operations (i.e. benefits administration, training and capacity building, performance management, policy development/recommendations, and recruitment).

A diploma in Human Resource Management or Business Management or and acceptable combination of education training and experience, coupled with a minimum five (5) years directly-related experience in a Human Resources Management position, with minimum of one (1) year in a community setting, and experience in the health field and or working with First Nations would be an asset. Knowledge of Human Resource standards and best practices with demonstrated expertise in administration and payroll services. Highly developed organizational skills and detail oriented, proven interpersonal skills and the ability to work well with others; professional handling of confidential and sensitive information with discretion and an intermediate level of MS Office suite of programs is a must (i.e. Excel, Word, Power Point).

In circumstances where there is an equal combination of qualifications and experience, preference will be given to people of Aboriginal heritage.

To receive a comprehensive job description, please email: administration@kdchealth.com

KDC Health provides preventative and health promotion services for 6 of our member nations. For more information, go to www.kdchealth.com.

If you are interested in applying for this position, please submit your resume, cover letter (including salary expectations and three employment references) to:

KDC Health
1400 A Drake Road
Campbell River, BC V9W 7K6
Email: administration@kdchealth.com Fax: 250 286-9896

<p>This posting will remain open until 4:30 pm, Thursday July 21, 2016 Thank you in advance, but only those applicants selected for an interview will be contacted.</p>
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