

Lytton First Nation

Human Resources Manager

The Lytton First Nation (LFN) is recruiting a Human Resource (HR) Manager. The HR Manager will provide administrative assistance and support to the LFN Administrator and the Administration Department. Daily tasks will consist of the development of systems and procedures for organizing human resource development and personnel tasks.

Responsibilities:

- Create job postings, set up interviews with applicants and personnel committee
- Coordinate the on-boarding of new staff and maintain personnel files
- Maintain the PurelyHR database, and assist with pensions and benefits documents
- Meeting minute taking may be required
- Prepare and coordinate evaluations for staff
- Assist with the Occupational Health and Safety Committee meetings

Qualifications:

- Diploma or certificate in business administration or human resource management
- Minimum experience of 2 years is preferred with recruiting experience
- Must have strong computer skills in MS Office with the ability to operate computerized personnel databases
- Ability to deal tactfully with occasionally difficult employment-related situations
- Excellent verbal and written communication skills with proven ability to establish rapport with people of all educational and occupational backgrounds
- Ability to maintain a healthy working relationship with staff, community members and representatives of other organizations
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and LFN
- Valid Driver's license
- Criminal Record check and vulnerable sector search are required.

Deadline: November 30, 2025

Apply with cover letter, resume, and current references to:

Email: jobs@lfn.band

In person: drop off at the LFN Administration office



PO Box 20
Lytton, BC
V0K 1Z0

PHONE 250.455.2304
EMAIL jobs@lfn.band
WEBSITE www.lfn.band