The **Lytton First Nation** is seeking an energetic, highly motivated and qualified **Human Resource Manager (HR)** to fill a vacancy with the Administration Department. This position is full-time permanent position. The HR Manager will be responsible for overseeing all aspects of the human resources department.

**Duties and Responsibilities**

* coordinate the on-boarding of new staff
* maintenance of the personnel files/records/audits
* maintenance of the Purely HR database
* maintenance of the selection and recruitment files
* implement appropriate filing system and input human resource development/ personnel information into records management system
* meeting minute taking and drafting as needed
* assist employees – pension and benefit information
* perform other tasks as requested and as so directed by the immediate Supervisor

**Qualifications:**

* Diploma or a certificate in business administration or human resource management or combined working experience in a senior administrative support capacity
* Minimum of actual experience of 1-2 years
* Must be highly organized, flexible and adaptable in a fast-paced office environment with an aptitude for detailed work, ability to follow instructions, and have strong analytical skills
* Must have sufficient computer skills in MS Office
* Good coordination and monitoring skills and able to keep good recording systems
* Ability to deal tactfully with occasionally difficult employment and employment-related situations
* Work independently and with minimum supervision and within a team environment
* Excellent verbal and written communication skills
* Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff, and Lytton First Nation
* Criminal Records Check required

**Apply with cover letter, resume, and 3 current references to:**

**jobs@lfn.band**

**ATTN: Band Administrator**

**PO Box 20, Lytton BC V0K 1Z0**