



We are hiring:

ONISHOKAMAKEW SUPERVISOR

ROLE AND RESPONSIBILITIES

The Onishokamakew Supervisor will administer and coordinate human resource programs with a primary emphasis on employment and employee relation matters involving employees; communicate and interpret OLFS policies and procedures for managers and employees.

- Enhance OLFS organizations human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Advises Director, Managers, and Supervisors of provincial regulation and effective human resource practices regarding employee issues.
- Plan and administer staffing, training and career development, employee assistance, and employment equity.
- Ensures adherence to legal and OLFS policies and procedures and undertakes disciplinary actions if the need arises.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures
- Handle employee relations matters, including conflict resolution, disciplinary actions, and grievance procedures
- Supervise, monitor, coordinating activities of assigned staff, allocate work and other duties to administration support workers.
- Prepare formal communications to employees for HR management review.
- Distribute HR policies, procedures and memorandums to the appropriate individuals, divisions, or departments across the organization.
- Assist with external and internal training.
- Maintain personnel files
- Other duties complimentary to the position

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Certificate or degree in Human Resources, Business Administration, or relevant field.
- 1+ years proven experience working experience in Human Resource
- Valid Class 5 driver's license with acceptable abstract.
- Clear criminal record with vulnerable sector.

COMPETENCIES

- Knowledge of computer technologies.
- Strong supervisory and leadership skills.
- Work under pressure and stress situations
- Excellent communication and organizational skills
- Punctual
- Strong principles & ethics
- Attention to detail
- Excellent organizational and time management skills
- Knowledge of development and continuous learning
- Ability to build strong working relationships
- Physical ability to lift up-to 20 lbs.

HAZARD ASSOCIATED WITH JOB

- Physical and cognitive ergonomics
- Aggressive incoming calls

Contact/application information:

To be considered for our recruitment round, please submit your resume with the following to lynda.curtis@olfs.ca :

1. Cover Letter
2. Current resume with dates specified
3. Three reference letters, (1 from a co-worker, 1 from a current supervisor, 1 from a past supervisor)
4. Criminal Check
5. Driver's Abstract

We thank all applicants, however only those selected for an interview will be contacted.

POSTED: May 12, 2025

DEADLINE: May 30, 2025