NIGIGOONSIMINIKAANING FIRST NATION

Invites applications for

HR Specialist

External

Reporting to the General Manager, the Human Resource Specialist is responsible for providing Human Resource Support functions related to the activities and operations of the First Nation. The successful applicant must abide by both the Nigigoonsiminikaaning First Nation Personnel and Social Media Policy.

Salary Range: $60,000 -$90,000 annually, based on education and experience.

The role involves:

- Serves as a resource on human resource matters, provides guidance, assistance and support to management, and employees.
- Demonstrates knowledge of internal HR information by displaying the ability to research, comprehend and communicate best practises, policies, and regulations.
- Builds and maintains relationships with departments to effectively respond to personnel inquiries
- Advise and assist in handling of human resource issues and determine to the appropriate actions and processing.
- Coordinate, and manage the process of new hires, including verification of references, and background checks.
- Address questions with detail, accuracy, and completeness.
- Operates a variety of standard office equipment (computer, scanner, photocopier)
- Performs other duties as assigned.

QUALIFICATIONS and EXPERIENCE

- Degree in Human Resource Management or related discipline.
- 2+ years' experience in Human Resource management.
- Demonstrated ability to work under pressure and work independently with minimal direction.
- Ability to problem sole and is a self-starter.
- Ability to anticipate potential problems and recommend or take appropriate actions to resolve.
- Strong organizational, communication, and interpersonal skills.
- Completion of drug testing satisfactory to FN required.
- Completion of criminal background check required.
- Knowledge of Nigigoonsiminikaaning First Nation, its culture, traditions, and lifestyle.
- Good written & oral communication skills, problem solving & decision-making skills.
- Must have a valid class "G" Driver's License and access to a vehicle.
-

Interested candidates are invited to submit a cover letter, resume, and three professional references, **by 4:00 p.m. December 4, 2026**. Written authorization to contact references must be included with the application.

Nigigoonsiminikaaning First Nation
Attn: General Manager
P.O. Box 68 Fort Frances, ON P9A 3M5
Email: hrspecialist@nigig.ca

Nigisoonsiminikaaning First Nation is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we only contact those persons selected for an interview. Miigwech, thank you!