



# HUMAN RESOURCES GENERALIST

## Job Posting

<b>Position Title:</b>	Human Resources (HR) Generalist
<b>Hours:</b>	35 hours per week
<b>Wage:</b>	\$29.85 - \$43.10 per hour <i>(starting wage commensurate with experience)</i>
<b>Openings:</b>	Two (2)
<b>Closing Date:</b>	April 25, 2025

*At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.*

### **JOB SUMMARY**

The HR Generalist is responsible for supporting the employee lifecycle of staff at LBN, from attraction to retirement. The HR Generalist will work with hiring managers and leadership to proactively identify recruitment needs, attract talent to the Nation, facilitate the hiring process, lead onboarding and orientation procedures, and support staff retention through continuous listening, recognition, and talent development. The HR Generalist works closely with LBN teams to ensure consistent and effective HR processes and procedures across the organization in alignment with the Nation's policies and objectives. The HR Generalists are dedicated to providing culturally safe, inclusive environments that respects and values employees and Indigenous ways of knowing, being, and doing.

### **OVERVIEW OF DUTIES & RESPONSIBILITIES**

- Fosters a positive workplace environment in alignment with LBN's mission and values.
- Works collaboratively with hiring managers to proactively identify recruitment needs.
- Promotes employment opportunities with effective marketing tactics for talent attraction.
- Facilitates the hiring process, maintaining confidentiality and standard procedures for all participants.
- Develops HR documents, including job postings, job descriptions, forms, etc.
- Assists in the review, revision, development, and implementation of HR policies.
- Leads the onboarding and orientation of all new hires and staff returning to work.
- Assists with end-of-employment processes, including exit interviews and documentation.
- Supports LBN leadership with performance management procedures, including investigations.
- Manages and tracks employee documentation, files, and statistics.
- Actively participates with other teams to support culturally safe conflict resolution.



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### MINIMUM REQUIRED QUALIFICATIONS

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#### Education, Experience, Certifications, Training

- Diploma or Degree in Business Administration
- Minimum of two years of experience related to human resources
- Minimum of three years of experience in an administrative setting

#### Skills & Abilities

- Strong understanding of Indigenous culture, values, and community dynamics.
- Knowledge of recruitment, retention, and people development practices.
- Ability to be a collaborative team member.
- Knowledge of and experience in using social media and various platforms for promotional and talent attraction purposes.
- Demonstrated organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in using a variety of digital communication tools and platforms, including Microsoft Office Suite.
- Ability to work effectively in a fast-paced, dynamic team environment.
- Knowledge of the *Canada Labour Code* and applicable provincial employment standards.
- The ability to speak and understand the Carrier language is an asset.

#### Position-Specific Competencies

- **Communication:** presentation and facilitation skills, professional business writing, clear and confident communicator who can adapt to a variety of audiences.
- **Critical Thinking:** analytical, methodical, fact-based decision making, creative problem solving, considering different perspectives.
- **Initiative:** self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- **Conflict Resolution:** anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints with professionalism and kindness.
- **Time Management:** organized, prioritizes tasks, manages deadlines, delegates responsibilities, sets clear and professional boundaries, and accomplishes goals.
- **Relational:** uses a people-focused approach to develop trusting, collaborative relationships with staff, leadership, community, candidates, and key partners.



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## PREFERRED QUALIFICATIONS

- Bachelor of Business Administration is preferred
- CPHR designation is an asset
- Experience working with First Nations communities is an asset

## EMPLOYMENT REQUIREMENTS & CONDITIONS

### Job Requirements

- Valid B.C. Driver's License
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

### Working Conditions

- Occasional travel may be required.

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- Occasional travel to LBN's different offices may be required.
- Extended work hours may be required.

## Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

**Attention:** Human Resources  
**Email:** [hr@lakebabine.com](mailto:hr@lakebabine.com)

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

**We thank all applicants for their interest; short-listed candidates will be contacted for an interview.**