

# Required: Human Resource Recruiter



The Stó:lō Xwexwilmexw Treaty Association is currently seeking a full-time Human Resource Recruiter.

**Company Profile:** The Stó:lō Xwexwilmexw Treaty association is a group of six (6) Stó:lō First Nations (Aitchelitz, Leq'á:mel, Skawahlook, Skowkale, Tzeachten, Yakweakwoose) who are currently in Stage 5 of Treaty negotiations.

**Location:** The SXTA operational offices are located in Chilliwack BC. Office space may be shared and interruptions can be expected.

**Vacancy:** Qualified Full-time Human Resource Recruiter. The salary range we are offering is \$50,000 - \$70,000 per year with extended health and pension package.

## Requirements:

Aware and sensitive to Aboriginal culture and traditions

- Open-mindedness and open-heartedness to learning Aboriginal culture and traditions

## Education:

- Professional HR certification or a bachelor's degree in Human Resources Management, Business Management, Business Administration, or Finance

## Experience:

- Demonstrate skills in budgeting and financial management
- Effectively develop, utilize and conserve human resources
- Make informed business decisions based on data and statistics
- Develop strong recruitment packages and measure their success
- Leverage advanced knowledge and skills to succeed as an HR recruiter
- 2-3 years proven experience and success in recruitment role, Human Resource development in business administration and/or equivalent years' experience
- Experience in full cycle recruitment including communication development, selection, interviewing, test screening, performance reviews, leading/participating in panel interviews.
- Knowledge or understanding of federal and provincial labour employment standards
- Ability to deal tactfully with occasionally difficult employee engagement and related situations
- Ability to maintain a healthy working relationship with staff, community representatives, community members, and representatives of their organizations, including collaboration with other SXTA staff as required.

## Key Result Areas and Responsibilities:

- Collaborating with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Actively seeking mentoring opportunities for candidates who require additional training or experience
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Conducting exit interviews on terminating employees

First preference will be given to citizens of one of the SXTA Treaty First Nations. Where there is no such successful applicant, all other applicants will be considered.

**Application Deadline is January 21, 2019**

Sto:lo Nation Personnel Department

ATTN – STXA Executives

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