



HR Manager (On-Site – Alexander First Nation)

Alexander Business Center is seeking a highly organized and experienced **HR Manager** to lead all Human Resources functions. This is a full-time, on-site position based at Alexander First Nation, working Monday to Friday.

The HR Manager will oversee the full employee lifecycle while supporting a positive, compliant, and high-performing workplace. The ideal candidate brings strong HR generalist experience, leadership capability, and a strategic approach to workforce planning and employee engagement.

Key Responsibilities

Human Resources (HR)

- Oversee full-cycle recruitment including job postings, screening, interviewing, and onboarding
- Draft, review, and manage employee and subcontractor agreements
- Manage and approve employee timesheets in alignment with payroll processes
- Handle employee relations, including conflict resolution, disciplinary actions, and investigations
- Support payroll coordination, employee benefits, and compensation processes
- Develop, implement, and maintain HR policies, procedures, and employee records
- Support workforce planning, succession planning, and organizational development
- Monitor employee performance and coordinate evaluations and reviews
- Identify training and development needs and coordinate programs
- Prepare and present HR reports, metrics, and workforce analytics
- Provide HR guidance and support to managers and supervisors
- Drive continuous improvement of HR systems, processes, and engagement initiatives

Additional Responsibilities

- Prepare and manage RFPs and support vendor/contractor selection
- Support WCB claims administration from an HR perspective (return-to-work coordination)
- Prepare and submit HR reports to leadership and clients
- Liaise with clients and third-party providers on HR matters
- Support operational teams with compliance and administrative requirements
- Participate in client meetings and represent the company on HR matters
- Contribute to continuous improvement initiatives across HR and operations

Work Schedule & Requirements

- On-site position at Alexander First Nation
 - Monday to Friday schedule
 - Occasional flexibility may be required to support operational needs
 - Valid Class 5 driver's license considered an asset
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Qualifications & Experience

- Post-secondary education in Human Resources, Business Administration, or related field (degree preferred)
- Minimum 3 years of Human Resources experience in a generalist or management role
- Strong knowledge of employment standards and HR best practices
- Experience in employee relations, recruitment, and policy development
- Strong organizational, communication, and problem-solving skills
- Ability to manage multiple priorities in a fast-paced environment
- Proficient in Microsoft Office and HR systems
- Ability to always maintain confidentiality and professionalism