



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Recruitment and Selection Coordinator **Wage:** Dependent on Experience
Department: Human Resource Department **Term:** 1 year--Potential for
Permanent Full-Time
Posting Date: January 11, 2018 **Closing Date:** January 25, 2018 @
4:30 p.m.

SUMMARY:

Recruitment & Selection Coordinator will be responsible for the entire Recruitment, Selection and Hiring process. This position will ensure the hiring practices meet industry standards and the internal Recruitment Policy & Procedures. Must be highly organized, detail-oriented, excellent oral and written communication skills. Computer and Internet proficiency are important. Must be able to work well independently, as well as part of a team. Knowledge of hiring laws is vital. The goal is to ensure the HR Department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

QUALIFICATIONS:

1. Ontario Secondary School Diploma or GED;
2. Minimum, College certificate in Human Resource Management with 1 year working experience in a human resource capacity, **OR**; willingness to obtain College certificate in Human Resource Management through on-line learning and must have minimum of five (5) consecutive years of employment in an Administrative or Co-ordinator role;
3. Ability to facilitate group information sessions;
4. Specialized training in employment law, compensation, organizational planning and development, employee relations, safety, training & development, and preventative labor relations, is an asset.

CONDITIONS OF EMPLOYMENT:

1. The successful candidate will submit a VS-CPIC within (1) year, prior to starting employment, at own expense.
2. Must be a Registered member of Oneida Nation of the Thames;
3. Must be in good standing with Employment & Training program, must have Social Insurance Number.

REQUIREMENTS:

1. Cover letter, resume, three (3) recent Supervisor references (names and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted.**
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”