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www.koeducation.ca

Human Resources Director

Position located in Thunder Bay or Sioux Lookout, ON

Closing: April 26-May 9, 2021 or until filled

Job Description:

Your main administrative duties include supervising the management team, as part of a Senior Management team with the Director of Education. The Human Resources Director will lead the KOBE Human Resource and Finance team, overseeing work such as, maintaining personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases. Our ideal candidate has experience with HR procedures and can juggle various administrative tasks in a timely manner. Ultimately, you should be able to ensure our HR department supports our employees while conforming to relevant legislative requirements.

Responsibilities include, but not limited to:

- Supervise KOBE management, such as Human Resources staff and Finance staff
- Long term strategic planning, to increase financial stability, such as, assisting with proposal writing for special projects
- Lead in effective strategic, financial and human resource planning and information management
- Organize and maintain personnel records
- Ensure that recruiting processes are consistent with relevant KOBE Policies and Procedures
- Update internal databases (e.g. recording of sick leave, vacation leave and maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Revise KOBE Policies as required
- Liaise with external partners, insurance providers and other suppliers
- Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Work collaboratively with KOBE Senior Management and Board of Directors
- Other duties as assigned



Requirements:

- Proven work experience as an HR Administrator
- BA, ideally with Human Resources or Business-related degree
- Experience with HR software, like HRIS or HRMS
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of labour laws both federal and provincial jurisdiction
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- Ability to speak one of the local dialects an asset
- Ability to travel frequently
- Valid G Class license
- Able to work flexible hours
- Criminal Reference Check and/or Vulnerable Persons Check required

Accountability:

- The Human Resources Director will be directly accountable to the KOBE Director of Education

Remuneration:

- Salary will be based on level of education and years of experience as it relates to placement on KOBE grid

KOBE would like to thank all candidates for their interest, however, only those selected for an interview will be contacted. Applicants interested in this position are welcome to submit their resume, cover letter with three recent employment reference (including a letter of permission for KOBE to contact these references) to: resumes@edu.knet.ca