



Sub office (Frenchman's Head)  
P.O. Box 100, Hudson, Ontario P0V 1X0  
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No. 28 (Kejick Bay)  
General delivery, Lac Seul, Ontario P0V 2A0  
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Sub office (Whitefish bay)  
General delivery, Lac Seul, Ontario P0V 2A0  
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## **EMPLOYMENT OPPORTUNITY**

**1 HR Generalist (full-time)**

**1 HR Generalist/Health & Safety (full-time)**

**1 Generalist (short-term)**

Are you looking for professional growth? Do you have an apt for administration? The LSFN HR Department is expanding, and we are seeking three (3) trustworthy, responsible, and dedicated HR Staff. The Generalists, and Health & Safety members will report directly to the HR Director and each will play a vital role within the department. You should be able to maintain strict confidentiality within the organization. Must be willing to learn and be a team player. This is an excellent entry-level to experienced-level opportunity for someone eager to start or continue development in their administrative career.

**\*LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits\***

### **Primary Generalist Duties include:**

- Provide recruitment support to the Director of HR by preparing job descriptions and postings, posting openings, scheduling interviews, conducting reference checks and other recruitment support as required;
- Conduct HR Orientation and onboarding either in-office or commute to WFB & KJB;
- Prepare general HR correspondence, which includes employment agreements, employment verification letters, and other sensitive and confidential documents;
- Assist with implementation of our newly adopted Human Resources Policy Manual;
- Assist with compiling and updating employee records and ensuring all employment requirements are met;
- Responding to internal and external HR related inquiries/requests and providing timely responses;
- Other administrative duties as required from the Director of HR.
- Strong verbal/written communication skills with ability to build strong working relationships.
- Knowledge of LSFN, First Nation language and culture is a high priority.
- Valid Ontario Driver's License and willingness to travel is essential.

**Primary Health & Safety Duties include:**

- Support and promote the HR Department initiatives and provide assistance in the absence of HR personnel.
- Assist with implementation of our newly adopted Human Resources Policy Manual;
- Keep up to date with any Legislative changes to the Canada Labour Code, Occupational Health and Safety Requirements;
- Responsible for the Health & Safety Committee, work in conjunction with other departments such as Emergency Services;
- Conduct monthly departmental safety audits, with assistance from the Health & Safety committee, and report on results.
- Prepare Health & Safety Committee Meeting minutes monthly, distribute as required, and follow up on all points to ensure matters are resolved in an appropriate and timely manner.

**Education and Experience:**

- Grade 12 Diploma and/or 2 years' experience in Administration preferred but not required
- Proficient experience in MS Office
- Passionate about delivering authentic clientele service
- Strong working knowledge of communication principles and practices
- Some work experience in public relations
- Must possess strong oral and writing skills

**Location:** Frenchman's Head, Lac Seul, ON

**Term:** Full-time

**Rate:** *Generalists/H&S starts from \$50,000/year to \$66,000/year, dependent on experience.  
\*Willing to train.*

**Hours:** 8:30 a.m. – 4:30 p.m., 35hrs/week

**Closing:** OPEN UNTIL FILLED

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman's Head Band Office Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: <a href="mailto:resumes@lacseulfn.org">resumes@lacseulfn.org</a>
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*Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.*

**As per policy, applicants should note that COVID-19 Vaccination is required for all Lac Seul First Nation staff.**