



# Beausoleil First Nation Human Resources

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Christian Island, Ontario  
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## EMPLOYMENT OPPORTUNITY Human Resources Coordinator

<b>Posting Date:</b>	May 29, 2026	<b>Salary:</b>	\$25.50/hour
<b>Classification:</b>	Term – 7 month Contract	<b>Closing Date:</b>	June 5, 2026
<b>Supervisor:</b>	Human Resources Manager	<b>Vacancy Status:</b>	Replacement
<b>Hours of Work:</b>	35 hours/week		

### Overview

Beausoleil First Nation is seeking a skilled and proactive Human Resources Coordinator to join our HR team. This full time, term position serves as the primary HR contact for an assigned portfolio of five departments, providing hands on support across recruitment, onboarding, employee relations, payroll, and records management. This role requires professionalism, sound judgement, discretion, and a genuine commitment to serving an Indigenous government environment. This position is based fully on-site on Christian Island. Preference will be given to applicants of Indigenous descent

### Key Responsibilities Include:

- Serve as the primary HR contact for an assigned portfolio of five departments, providing guidance and support on HR processes, policies, and procedures with the support of the HR Manager
- Advise department managers and staff on HR related matters including recruitment, employee relations, onboarding, and general HR inquiries
- Coordinate and lead recruitment activities for portfolio departments including job postings, interview scheduling, reference checks, and onboarding documentation
- Prepare offer letters, onboarding packages, and employment forms; serve as the main point of contact for new hires across assigned departments
- Maintain and manage employee personnel files for portfolio departments in compliance with applicable legislation, BFN policy, and internal procedures
- Assist with labour relations documentation including grievances, investigations, and WSIB claim tracking for assigned departments
- Draft letters, memos, and HR related documents; respond to HR inquiries and take meeting minutes as required
- Process and verify payroll for administrative staff, ensuring accuracy and compliance with applicable legislation and BFN policy
- Oversee the mass scanning, digitization, and organization of historic personnel files
- Support the continuous improvement of HR administrative processes and procedures
- Perform additional duties as assigned by the HR Manager

### Qualifications:

- Post secondary education in Human Resources, Business Administration, or a related field is an asset; enrollment in a related program is also considered an asset
- 1-3 years of experience in an administrative, clerical, or HR support role
- Strong proficiency in Microsoft Office (Word, Excel) and digital filing systems
- Excellent written and verbal communication skills with strong attention to detail
- Ability to handle sensitive and confidential information with discretion
- Experience in an Indigenous, non-profit, or government setting is an asset
- Experience processing payroll is an asset
- Ability to manage multiple priorities across multiple departments simultaneously
- A satisfactory Criminal Record Check (CPIC) is required

### How to Apply

Submit a complete application package including:

- Cover letter
- Resume

\*Employer references will be requested in the later stages of recruitment

**How to Apply:** Email applications are preferred: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) Alternatively, drop off at the Beausoleil First Nation Administration Building.

**Accessibility:** BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

**AI Use:** AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.