



Beausoleil First Nation Human Resources

11 O'Gemaa Miikaan
Christian Island, Ontario
L9M 0A9
(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY

Human Resources Generalist x2

Posting Date:	May 13, 2025
Classification:	Permanent, pending successful probation
Supervisor:	HR Manager, Paul Fortin
Hours of Work:	35 hours/week
Salary:	\$52,000-60,000
Closing Date:	May 30, 2025
Vacancy Status:	New positions

Overview:

Beausoleil First Nation is hiring two Human Resources Generalists. These are new positions that will report to the HR Manager and each hold a portfolio of departments. The HR function is being rebuilt, and these roles are part of that process. Systems are still developing, and staff must be comfortable working in a developing and fast paced environment.

This is a rare opportunity to participate in foundational system building, culture development, and the growth of a progressive HR team in a growing First Nation government.

Qualifications and Skills:

- Diploma or degree in Human Resources, Business Administration, Public Administration, or a related field.
- 3+ years of progressive HR experience in an HR Advisor, Generalist, or similar role
- Certified Human Resources Professional (CHRP) designation or working toward CHRP designation or similar.
- Demonstrated ability to provide advice on employee relations, policy interpretation, grievances, and coaching.
- Strong initiative, critical thinking, and problem solving skills.
- Strong understanding of employment legislation (Canada Labour Code, OHRC, ESA)
- Professional communication, writing, and conflict resolution skills
- Technologically adept, with a demonstrated commitment to continuous learning and improvement.
- Commitment to growth mindset, innovation, and modern HR best practices and models.
- High degree of cultural sensitivity, discretion, integrity, and commitment to community service.
- Valid CPIC clearance required.

Duties and Responsibilities Include:

- Serve as the lead HR contact for a designated group of departments.
- Plan, coordinate, and oversee full cycle recruitment, onboarding, and offboarding.
- Coach managers on performance management, conflict resolution, and team development.
- Administer and support return-to-work and accommodation processes.
- Manage and advise on grievances and employee relations issues.
- Support the development, interpretation, and application of HR policies.
- Champion professional development, wellness, and holistic employee engagement initiatives.
- Participate in the modernization of HR systems, practices, and technology.
- Actively contribute to the growth of a fair, innovative, and high trust organizational culture.
- Foster strong professional relationships grounded in respect, collaboration, and transparency.
- Other HR duties as needed.

We're looking for HR professionals who are change agents, culture carriers, and trusted advisors. People who see problems as opportunities and believe HR is a tool for growth, development, and meaningful community impact. All qualified applicants are welcome to apply.



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How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- References will be checked at a later stage in the recruitment process.

Email applications are preferred and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier-free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.