

**Job Posting: HR Generalist****Position:** HR Generalist**Location:** Gitanmaax Administration Office**Department:** Human Resources**Reports To:** CEO**Salary Range:** \$60,000 to \$75,000**Job Summary:**

As our HR Generalist, you'll partner with leaders and employees across Gitanmaax to deliver essential HR services that reflect our Gitxsan values of respect, empowerment, and unity. Reporting to the CEO, you'll handle day-to-day HR operations, support talent acquisition and onboarding, and help build a positive workplace culture.

Key Responsibilities:

- Coordinate full-cycle recruitment and selection, from posting to onboarding, ensuring a welcoming experience for new hires
- Serve as the first point of contact for employee questions on policies, benefits and HR systems
- Maintain accurate HR records, including personnel files, job descriptions and organization charts, while ensuring confidentiality and compliance
- Administer compensation and benefits programs and liaise with providers to resolve issues
- Support performance management processes, including scheduling reviews and tracking outcome follow-ups
- Facilitate employee relations by addressing routine grievances, conducting investigations and recommending solutions
- Assist with learning and development initiatives, organizing training sessions and tracking participation
- Ensure legal compliance with employment legislation, liaising with external advisors as needed
- Contribute to wellness and engagement activities that promote a positive, inclusive workplace
- Other duties as assigned.



OFFICE OF GITANMAAX

Required Qualifications:

- 2–4 years' experience in an HR generalist or related role, ideally in a community-oriented or public-sector environment
- Bachelor's degree in human resources, Business Administration or equivalent experience
- Solid knowledge of BC and federal labour standards and HR best practices
- Hands-on experience with HRIS or applicant-tracking systems
- Strong interpersonal skills, with the ability to build trust at all levels
- Excellent written and verbal communication skills, with attention to detail
- Proven ability to handle multiple priorities, maintain confidentiality and work both independently and collaboratively

What We Offer:

- Competitive salary and benefits package
- Opportunities for professional development and career growth
- A chance to work in a supportive environment rooted in Gitxsan traditions and community values

Application Process: Please submit your application, including a resume and a detailed cover letter explaining why you are the right fit for this role and how your skills and experience align with the job requirements. Applications should be sent to info@gitanmaax.com

Join us at Gitanmaax Administration and help build a vibrant and inclusive community. We look forward to welcoming a dedicated HR professional who is passionate about making a positive impact on our team!