

Human Resource Manager

Siava Ideas Accelerated

Job ID
39669

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LOCATION	DATE POSTED	EXPIRY DATE	
1824 Store Street, Victoria, BC British Columbia	13-04-2026	10-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$46 per hour	1 year to less than 2 years	Bachelor's degree

Job Details

Job title: 10011-Human Resource Manager
Wage: \$46.00 / hour
Length of Employment: Permanent
Condition of employment: Full-time and non-seasonal (30 hours per week)
Overtime will be paid in accordance with BC's provincial employment standards
Work Location: 1824 Store Street, Victoria, BC, V8T 4R4
Language: English
Start Date: ASAP
Type of job: Hybrid

Working on weekends is a must

How to apply:
Send resume to Siava.hiring@gmail.com

Job Description

Duties:

- Oversee and manage human resources operations for all company personnel, including full-time and part-time employees, temporary staff, and independent contractors, both within Canada and internationally, ensuring consistent HR standards across jurisdictions.
- Administer and supervise contractor engagement, onboarding, performance monitoring, renewals, and terminations, including coordination with remote teams and outsourced service providers, while ensuring compliance with contractual obligations and internal HR policies.
- Provide HR advisory support to Siava’s clients, including guidance on building HR structures, hiring local and remote employees, workforce planning, outsourcing strategies, and basic HR compliance under Canadian business standards, in coordination with client management teams.

- Develop, implement, and maintain internal HR policies, procedures, and compliance frameworks applicable to multi-location operations, including employee handbooks, contractor guidelines, confidentiality agreements, and performance management systems.
- Act as the primary point of accountability for HR risk management, including conflict resolution, disciplinary processes, workplace conduct, and compliance with applicable labour and employment regulations across different jurisdictions.
- Manage high-volume, multi-layered HR responsibilities, including simultaneous oversight of internal staff, external contractors, and client-related HR support activities, requiring continuous coordination, documentation, and reporting to senior management.
- Develop, organize, and oversee the overall operations of the human resources or personnel department
- Overseeing performance reviews, feedback, and disciplinary actions
- Assess and plan workforce and human resource needs in collaboration with departmental managers
- Coordinate and manage internal and external recruitment, hiring, and training initiatives
- Administer employee development programs, including language training and workplace health and safety initiatives
- Supervise the evaluation, classification, and grading of positions and occupational roles
- Initiating and managing the recruitment process
- Negotiating salaries and benefits with new hires
- Handling employee requests for leave and other benefits
- Ensuring compliance with labour laws