

Human Resources Manager

Gitxaala Nation

Job ID

40259

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LOCATION	DATE POSTED	EXPIRY DATE	
PO Box 149, Kitkatla, BC British Columbia	03-06-2026	30-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$80,000.00 based on experience	3 years to less than 5 years	Bachelor's degree

Job Details

Reporting to Gitxaala's CAO, the Human Resources Manager is primarily responsible for planning, organizing, directing, controlling, and evaluating the human resources department. The Human Resources Manager will be responsible for overseeing personnel management, including wage increases, performance management, and disciplinary actions in compliance with company policies. This position will also determine staffing requirements and oversee the recruitment process.

APPLICATION PROCESS

When applying for this position, please forward your resume with a cover letter, and references to the Human Resources Manager.

DEADLINE

July 2, 2026

ATTENTION

Victoria Vickers, Human Resources Manager EMAIL: hr@gitxaalanation.com
We thank all applicants for their interest, please note that only those shortlisted for an interview will be contacted.

Job Description

PRIMARY RESPONSIBILITIES and DUTIES

- Relationship Building and Teamwork
- Conduct employee performance evaluations and provide employees with performance feedback.
 - Determine areas of improvement for employees, providing additional training as needed.
 - Develop training programs that are based on regulatory requirements and best practices.
 - Conduct workplace investigations and resolve any conflicts that arise among staff in the department.
 - Ensure employees adhere to all health and safety regulations, including the Nation’s policies.
 - Develop strategic performance metrics and targets that are consistent with the Nation’s Strategic Plan.
 - Ensure employees have clear goals and are aware of expectations.
 - Ensure that all employees comply with the Nation’s policies, procedures, and ethical standards.
 - Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations.
 - Develop employee training, ensuring that all applicable compliance requirements are met.
 - Provide leadership and coaching to managers and employees on key workplace matters such as performance

management, difficult conversations, employee relations, and employee development.

Client Service and Engagement

- Plan, organize, direct, control, and evaluate the human resources department.
- Oversee personnel management, including wage increases, performance management and disciplinary actions in compliance with company policies.
- Determine staffing requirements and oversee the recruitment process.
- Develop performance goals, metrics, and targets that are consistent with the Nation's goals.
- Administer progressive disciplinary action in accordance with established procedures.
- Plan human resources requirements in conjunction with other departmental managers.
- Perform other duties as assigned.