HR Generalist – 197-26-1
Human Resources, Core Services
Contract (1 year)

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday**, November 25, 2026,** for the **HR Generalist** with **Human Resources, Core Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through My Job Search. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **HR Generalist** reports to and works under the direction and supervision of the Human Resources Manager. Human Resources Business Partners (HRBPs) provide day-to-day guidance, priorities, mentorship, and operational oversight.

The Human Resources Generalist provides professional human resources support to employees, managers, and applicants with a primary focus on recruitment, onboarding, and HR administration. The position supports the delivery of human resources programs and services while promoting a workplace culture that reflects the values, traditions, and community priorities of Six Nations of the Grand River.

Type	Contract
Closing Date	November 25, 2026
Hours of Work	35 hrs/week
Wage	Minimum $63,200/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- College diploma or university degree in HR or related field
- Minimum of two (2) years of progressive Human Resources experience, with a strong focus on full-cycle recruitment, talent acquisition, and candidate management.
- Knowledge of HR policies and procedures
- CHRP designation is considered an asset

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: My Job Search to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
    b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
    c. Copy of your education diploma/degree/certificate and transcript.
    3. If you have any questions or need assistance, please reach out Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

HR Generalist – Contract – 197-26-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

POSITION TITLE: Human Resources Generalist

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Human Resources Manager. Human Resources Business Partners (HRBPs) provide day-to-day guidance, priorities, mentorship, and operational oversight.

PURPOSE & SCOPE OF THE POSITION:

The Human Resources Generalist provides professional human resources support to employees, managers, and applicants with a primary focus on recruitment, onboarding, and HR administration. The position supports the delivery of human resources programs and services while promoting a workplace culture that reflects the values, traditions, and community priorities of Six Nations of the Grand River.

KEY DUTIES & RESPONSIBILITIES:

Technical Functions

- Coordinate full-cycle recruitment activities, including job postings, candidate sourcing, screening, interview scheduling, reference checks, offer preparation, and onboarding.
- Coordinate and support new employee onboarding, including preparing onboarding packages, scheduling orientation activities, and ensuring completion of required forms and documentation.
- Support the offboarding process by coordinating exit paperwork, scheduling exit interviews as directed, and updating employee records.
- Ensure compliance with applicable employment, human rights, privacy, workplace safety, and labour legislation.
- Promote culturally safe, inclusive, and respectful workplace practices that recognize and honour Haudenosaunee values and community relationships.

Administrative Functions

- Maintain accurate and confidential employee personnel files and HR records.
- Support HR data entry and maintenance in the Human Resources Information System (HRIS), ensuring employee records are accurate, complete, and up to date.
- Prepare employment-related correspondence, reports, forms, and documentation.

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- Assist with HR audits, reporting requirements, and data collection.

- Support the identification and reporting of HR trends to the HRBPs by compiling data from the HRIS and department records.
- Track recruitment and onboarding metrics.

Communications Functions

- Respond to routine inquiries from employees, managers, applicants, and external stakeholders regarding HR policies, procedures, and programs, and escalate complex or sensitive matters to the HRBPs.
- Foster positive and professional working relationships throughout the organization and community.

Other Functions

- Participate in professional development and training opportunities.
- Perform other related duties as assigned.

WORKING CONDITIONS:

Primarily office-based environment with regular interaction with employees, applicants, community members, and stakeholders.

Deadlines and competing priorities require strong time management and the ability to stay organized under pressure.

Travel for work-related and professional purposes may be required on occasion.

Must be able to take direction, prioritize tasks, and work independently and as part of a team.

Must maintain strict confidentiality.

WORKING RELATIONSHIPS:

Internal: Human Resources Manager, Human Resources Business Partners, Directors, Managers, Supervisors, and employees across the organization.

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External: Job applicants, educational institutions, community partners, government and regulatory agencies, recruitment partners, and external service providers.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- College diploma or university degree in HR or related field
- Minimum of two (2) years of progressive Human Resources experience, with a strong focus on full-cycle recruitment, talent acquisition, and candidate management.
- Knowledge of HR policies and procedures
- CHRP designation is considered an asset

Other Related Skills:

- Excellent judgment and problem-solving skills
- Strong decision-making skills
- Ability to work independently
- Excellent verbal and written communication skills
- Advanced knowledge of MS Office and comfort learning new technology systems as needed
- Proficiency in UKG Pro is considered an asset

IMPACT OF ERROR:

Errors may affect recruitment outcomes, compliance, employee experience, operational effectiveness, and organizational reputation.

CONTROL:

Guiding principles are set by the Human Resources Department and the Six Nations Elected Council.

Must work within the policies and procedures established by the Six Nations Elected Council for the Human Resources Department.

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