



Employment Opportunity

Human Resources Manager

Term Full-Time – One Year TKC wage scale 9 – Management \$47.65 - \$59.53

Reporting to the Executive Director, this position is responsible for advising, assisting, coaching, and counselling the management and staff of TKC with their human resource needs. This includes but is not limited to; job descriptions, classifications, recruitment and selection, orientation, probation and annual performance reviews, performance issues, conflict resolution, compensation and benefits administration.

The position also includes policy and legislation interpretations/applications, policy development, leaves, and discontinuance of employment.

Providing TKC Chief and Council with reports and updates as required, implementing a filing systems for Human Resources and all employee programs and services.

The position also participates in identifying training and development needs for TKC employees.

For a complete job description, contact: rkufeldt@taan.ca.

As per policy, preference will be given to qualified TKC Citizens who self- declare in their cover letter and/or résumé

Closing date: Friday, May 27, 2022

Please submit a cover letter and résumé to:

Human Resources Department
Email: humanresources@taan.ca