

## HR & TRAINING ADMINISTRATOR

Are you an eager, people-minded individual looking to take on new challenges and grow professionally? Do you enjoy building course materials and training? Ka-kin has an exciting opportunity for an **HR & Training Administrator** in the East Kootenays of British Columbia. The HR & Training Administrator will actively participate in the Health, Safety and Wellness culture of Ka-kin and provide the essential HR and training functions necessary for the overall success of the company.

### Key Job Duties

- Assist and collaborate with full cycle recruitment efforts including but not limited to job postings, screening, interviewing, reference checks, hiring, career fairs and events.
- Liaise with employees and hiring managers to create, review and edit job descriptions and role requirements.
- Maintain applicant tracking systems and employee files.
- Assist and support field and project recruitment and initiatives.
- Assist in the onboarding of new staff and prepare relevant documents and materials.
- Support the implementation and administration of various Human Resources programs and initiatives.
- Contribute to a positive and supportive team and Company culture.
- Provide general Human Resources administrative and special projects support.
- Communicate with management to identify training needs.
- Map out development plans for teams and individuals.
- Maintain training reports on a regular basis.
- Manage, design, develop, coordinate, and conduct all training programs.
- Design and develop training methods or activities.
- Conduct training needs assessment and identify skills and knowledge gaps.
- Training system implementation, maintenance and data entry.
- Deliver training online and in person.
- Build course material and online courses.
- Develop reports for project and corporate requirements.
- Other duties and tasks as assigned and deemed appropriate by management.

### Knowledge/Experience Required

- Post-secondary education in the Human Resources field and/or a combination of education and relevant work experience.
- 2-3 years of work experience in a Human Resources and/or training capacity.
- Experience managing applicant tracking systems an asset.
- Sound judgment and maturity with the ability to maintain confidential information and issues.
- Understanding of HR practices and concepts, tools, and templates.
- Ability to build and maintain relationships with internal and external groups.

### How to apply

Please email your resume to: [HR@kakin.ca](mailto:HR@kakin.ca)

If you have any questions, please email [HR@kakin.ca](mailto:HR@kakin.ca) or call 250-919-9988.



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- Excellent computer skills, specifically in Microsoft Office (Excel, Word and Outlook).
  - Excellent organization, time-management, and multi-tasking skills.
  - Ability to meet deadlines and work in a fast-paced environment.
  - Excellent interpersonal, communication and customer service skills.
  - Ability to work in a growing, dynamic, and changing environment.
  - Optimistic/collaborative approach and attitude towards work.

### **Company Benefits and Perks**

- Competitive base salary.
- Comprehensive Healthcare Benefits and Employee Assistance Program.
- Opportunities for career advancement.
- A dynamic, inclusive, and collaborative work environment.

### **Salary Range**

- \$45,000 - 60,000 per year

### **About Ka·kin Group of Companies**

Ka·kin Group Ltd., wholly owned by Yaqit ʔa·knuqʔi 'it (Tobacco Plains First Nation), is committed to nurturing the prosperity and sustainability for the Yaqit ʔa·knuqʔi 'it community and its members. The envisioned prosperity encompasses self-determined well-being, involving positive economic, financial, social, and cultural outcomes.

Yaqit ʔa·knuqʔi'it has tasked Ka·kin with supporting Yaqit ʔa·knuqʔi'it First Nation with economic sustainability. This is to be delivered through the enhanced participation in regional economies, alignment with key Alliance Partners for increased capacity and competency, creating new ownership opportunities within various operational entities, and engaging in developmental activities that align with the long-term vision and values of both the organization and the Nation.

*While we recognize the value of diversity and inclusiveness in the workplace and welcome applications from people of all backgrounds, prioritization will be provided to qualified Yaqit ʔa·knuqʔi 'it Members, Ktunaxa Members & Indigenous applicants.*

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