



## Malahat Nation

110 Thunder Road | Mill Bay, BC | V8H 1B8

Tel: (250) 743-3231 | Fax: (250) 743-3251

info@malahatnation.com | www.malahatnation.com

# HUMAN RESOURCES (HR) COORDINATOR

**REPORTS TO** Human Resources Manager

**START** May 2026

**COMPENSATION** \$66,028.73 - \$68,009.59 (NEE: 18) to  
\$71,835.10 - \$73,990.16 (NEE: 21)

**STATUS** 1 - Fulltime Permanent  
35-hours per week

- the above rates are subject to education,  
experience, and/or a combination of both.

*Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is seeking a dedicated and hard-working Human Resources Coordinator with experience collaborating with Indigenous communities in Human Resources. We are looking for fun, energetic, dependable, and organized staff. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.*

**PURPOSE:** Reporting to the Human Resources Manager, the Human Resources Coordinator completes clerical duties and provides administrative support to all Malahat Nation employees. The incumbent will provide complex administrative support to the HR Manager, including recruitment and retention, onboarding and orientation, maintain employee records, and employee engagement. This position is situated in a demanding environment which requires the highest level of tact, discretion, sensitivity, and attention to detail. *This position is a fulltime permanent position based in the office with the possibility of a hybrid working arrangement, with minimal local travel as required.*

### RESPONSIBILITIES:

- Under the guidance of the Human Resources Manager, uphold and enforce the Human Resources (HR) Policy in all tasks and activities, assisting staff with interpretation of the HR Policy
- Provide professional administrative support the Human Resources Manager through proactive development and preparation of correspondence i.e. presentations, reports, forms, letters, etc.
- Prepare and maintain employee personnel records, ensuring each file is thorough, accurate, complete, safeguarded and kept confidential, updating each file promptly and efficiently.
- Facilitate communication between the HR Department, hiring departments, and applicants, ensuring timely response to questions from hiring managers, applicants, and new hires.
- Assist and support in the planning and organizing of employee engagement activities i.e. Social Planning Committee
- Assist and support in arranging for in-house and external training activities for staff as required
- Assist with the recruitment of new staff including developing job descriptions and postings, screening calls, scheduling interviews, procuring space, coordinating candidate travel, developing interview questionnaires, collecting interviewer feedback, reference checks, and drafting offer letters.
- Assist and support employee onboarding and orientation, ensuring a positive employee experience, including processing, and filing new hire/payroll paperwork in collaboration with the Finance Department, reviewing the HR Policy with new staff.
- Receive, and where possible, address and support, employee requests regarding human resources questions, issues, rules, and regulations.
- Utilize Human Resources Information Systems (HRIS), in collaboration with HR team, Malahat Nation IT Department, and others as relevant. This includes ensuring the system is being utilized to its full potential, assisting staff to navigate the system, and troubleshooting.
- Attend Malahat Nation functions and networking events on behalf of the Human Resources department as assigned, and external Human Resources events and conferences, job fairs to promote the organization and recruit new employees as assigned.
- Prepare documentation for the submission of HR-related expenses for the Human Resources Manager as needed in accordance with the Finance Policy, including ordering and maintaining promotional materials inventory.
- In collaboration with the Human Resources Manager, support the organization, meeting and ongoing work of the Workplace Occupational Health and Safety Committee (WOHSC), including OHS meetings, and maintenance of committee records.
- Understand and comply with Occupational Health and Safety Regulations
- Stay up to date and comply with changes in labour legislation.
- Other duties as required.

**FOUNDATIONAL KNOWLEDGE REQUIRED:****Indigenous Perspective:**

- Recognizes and respects all cultural diversity and has an understanding and respect for Malahat Nation culture.

**Western Ways:**

- Degree or diploma in human resources, personnel management, personnel administration, business administration, or other related field is required, or an equivalent combination of education and experience may be considered.
- Minimum 3-years of human resource administration experience
- Criminal Record Check (CRC) required.
- Valid BC Driver's License and reliable vehicle required.

**OTHER EDUCATION & EXPERIENCE:**

- Five (5) years experience working in an admin or office setting is an asset.
- Experience in project coordination preferably in an Indigenous context is an asset.
- Grant writing and basic budget management experience is an asset.
- A genuine respect for Indigenous history, cultures, and practices, with an openness to learning and engaging with Indigenous communities is an asset

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of HR software programs (HRIS or HRMS)
- Knowledge of Federal and Provincial labour and safety laws, including the *Canada Labour Code*
- Knowledge of Microsoft Office software at an advanced level
- Excellent verbal and written communication skills
- Strong attention to detail, analytical and critical thinking skills
- Flexible, able to learn, and adapt quickly.
- Excellent organization and time management skills
- Ability to maintain the highest level of confidentiality.
- Ability to manage a deadline driven and detail-oriented workload.
- Ability to prioritize tasks in context of sensitivity, confidentiality and urgency of requests while balancing other work commitments.
- Ability to demonstrate professionalism when dealing with confidential information.
- Recognizes and respects all cultural diversity and understands Indigenous culture.

***Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the JOB TITLE in the SUBJECT LINE.***

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

**EMAIL:** [careers@malahatnation.com](mailto:careers@malahatnation.com)

**WEBSITE:** <https://malahatnation.com/jobs/>

**DEADLINE: Recruitment Open Until Position Filled.**