



Join our Growing Team

HR CONSULTANT-RECRUITMENT

Department of Human Resources
Nunavut Tunngavik Incorporated
Rankin Inlet, NU

Under the direction of the Director of Human Resources: The Human Resources Consultant-Recruitment is responsible for a broad spectrum of recruitment and selection activities. These include: developing recruitment strategies; interviewing and coaching the recruiting managers. Posting job advertisements internally and externally; sourcing, screening, interviewing, testing, communicating with and shortlisting candidates; checking references; conducting background checks; verifying Inuit language proficiencies; educational and professional qualifications; preparing employment agreements; tracking relevant recruitment metrics; coordinating onboarding programs for new hires and conducting exit interviews with departing employees.

You must have experience in Job Description writing, Job Evaluations, recruitment, compensation administration, organization and employee engagement/management. You should understand the employment processes and applicable employment Acts, Legislation, Regulation and policies in Nunavut and apply insights related to business and organizational operations; including programs and services as well as merging employment market and organizational cultural trends. Preferably you will have experience in the recruitment process and how various jobs and functions inter-relate with one another both internally and externally. Spoken and written Inuktitut/Inuinnaqtun language is a requirement as is the willingness to learn formal advanced Inuktitut is required. Ability to use critical oral and written communication skills and manage sensitive and confidential information while complying with principles of privacy legislation.

Preference will be given to Inuit enrolled under the Nunavut Agreement.

Starting salary is \$91,291.00 per annum (commensurate with experience) a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

NTI provides a variety of housing supports to employees including down payment assistance and housing allowance of \$27,600.

For full job description, please contact:

Human Resources
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CLOSING DATE: June 24, 2022

Our Mission: Inuit economic, social, and cultural well-being through implementation of the Nunavut Agreement.