

# PTI Group - Employment Opportunity

## Aboriginal Liaison Human Resources Advisor

PTI Oilsands Division is currently seeking interested candidates for the position of Aboriginal Liaison for the Oilsands Region as part of the HR Team. Based at Wapasu Creek lodge and reporting to the Manager, Human Resources, Oilsands, the successful candidate will possess a combination of strong interpersonal skill, thorough knowledge of the Aboriginal Culture and provide transitional support for our Aboriginal Workers.

### KEY RESPONSIBILITIES:

- Meet with PTI Aboriginal employees to identify issues and solutions
- Promote cross-cultural understanding and facilitate communication between people of the Aboriginal community and non-Aboriginal people at PTI lodges
- Educate regarding Aboriginal issues, cultures, trends and demographics
- Recommend ways to establish and maintain good working relationships between Aboriginal and non-Aboriginal employees by coordinating and/or facilitating Aboriginal Awareness Training
- Identify and remove any barriers in the employment process for Aboriginal people
- Greet Aboriginal new hires upon arrival at lodges, tour the facility and facilitate site orientations
- Develop relationships with Aboriginal communities with whom PTI has a working relationship
- Assist the organization of Aboriginal events (i.e. National Aboriginal Day, local Treaty Days)
- Prepare monthly activity reports
- Provide tours for Aboriginal dignitaries
- Support effective employee/labor relations activities by maintaining a strong focus on customer service, knowledge of the collective agreement, employment terms and relevant employee/labor legislation.

### QUALIFICATIONS:

- Post-secondary education in Human Resources or related program, with previous experience an asset
- Previous experience working with First Nations or Metis organizations required
- Knowledgeable about local Aboriginal history, culture and issues
- Excellent communication skill, in person and in writing
- The ability to work effectively as part of a team
- The ability to consistently maintain a positive, professional, balanced perspective
- Excellent organizational, time-management and negotiation skills
- Able to write concise reports and facilitate communication and group learning
- Ability to speak Cree an asset

**To apply, forward resume to [PTI@GoToCareers.ca](mailto:PTI@GoToCareers.ca) by August 26, 2011.**

*PTI Group is committed to the principle of employment equity. We welcome diversity and encourage all who are qualified to express their interest. #11-71 Aboriginal Liaison 7/21/11*



**Human Resources**  
buffalometiscatering.com



**For job details and to apply online : visit [www.GoToCareers.ca/PTI](http://www.GoToCareers.ca/PTI)  
Email resumé : [PTI@GoToCareers.ca](mailto:PTI@GoToCareers.ca) • Fax resumé : 1 866 780 2188**



This message delivered by Aboriginal Link® - Communications for Canadian Aboriginal Peoples

To be removed from this distribution list, please visit [www.opt-out.ca](http://www.opt-out.ca) and enter Campaign Code 171

Aboriginal Link, PO Box 50058, 17 - 2595 Main Street, Winnipeg, MB R2V 4W3 Phone: (204) 975-4596 Fax: 1-866-418-8761

ID 171