



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

## Official Languages Analyst (Bilingual)

<b>Job ID</b>	<b>FCC-EN-R-1006736</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=FCC-EN-R-1006736">https://careers.indigenous.link/viewjob?jobname=FCC-EN-R-1006736</a>	
<b>Company</b>	Farm Credit Canada	
<b>Location</b>	Regina, Montreal, Kanata, Moncton, Various FCC office locations in Saskatchewan, Alberta, British Columbia, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, New Brunswick, Quebec, Ontario, Manitoba may be considered, Across Canada	
<b>Date Posted</b>	From: 2024-11-27	To: 2024-12-09
<b>Job</b>	Type: Full-time	Category: Finance
<b>Languages</b>	Language(s) Required: English, French	

### Description

Worker Type: Permanent Language(s) Required: English, French Salary Range (plus eligible to receive a performance based incentive, applicable to position) : \$60,334 - \$81,630 Expertise in HR program logistics needed  
Manage and coordinate HR systems, processes and programs for the Official Languages (OL) team. You will conduct detailed analyses and prepare reports, including collecting and analyzing data and you will provide recommendations for streamlining processes and improving efficiencies within OL systems and programs.

As a strong collaborator and expert multi-tasker, you will liaise with employees, outside partners, and service providers to answer questions and communicate service needs, handling complex operations to ensure smooth and efficient service delivery.

This position is designated bilingual (English and French), and the successful candidate must be able to communicate in both of Canada's official languages. What you will do:

- Manage the logistics of a range of services including office and employee data, events, learning programs and/or workshops
- Recommend efficiencies to improve program performance
- Generate reports and analysis for multiple stakeholders
- Support administration and co-ordination including budget maintenance, planning and invoice tracking
- Maintain contracts, vendor lists and purchase orders

What we're looking for:

- Organized multi-tasker comfortable in a fast-paced work environment
- Problem-solver with a passion for helping others succeed
- Strong communicator who delivers detailed messages clearly and concisely
- Analytical thinker able to conceptualize and translate system data into meaningful charts and reports
- Expert facilitator who is comfortable planning, moderating and/or delivering in-person and virtual events
- Team player motivated to continuously learn, build relationships and share knowledge

What you will need:

- A degree in human resources or business and at least two years of experience (or an equivalent combination of education and experience)
- Knowledge of human resources programs, practices and trends
- Background in analytics and managing event logistics

#FCCEN

### How to Apply

Click "Apply Now"