



MANITOBA INUIT
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Human Resources Manager Winnipeg, MB

Position:	Human Resources Manager
Location:	Winnipeg, MB
Reports to:	Chief Executive Officer
Term:	Permanent
Hours:	Full Time 5 days/week

Position Summary:

Reporting to the Chief Executive Officer, the Human Resources Manager is responsible for managing, coordinating, and supporting the organization with human resources activities including recruitment, staffing, training and development, performance monitoring, salary reviews and working on a variety of personnel matters.

The Human Resources Manager is required to maintain confidentiality and professionally interact with employees, management and external candidates.

Specific Responsibilities:

- Establish and lead the recruitment and selection process by screening applicants, scheduling and conducting interviews, reference checks, and employee contracts
- Plan and conduct new employee orientations
- Maintain, update and implement human resources policies and procedures
- Develop and manage job descriptions
- Manage compensation and benefits administration
- Coordinate, process, and keep track of staff absences (E.g. sick days, holidays, medical appointments)



204.774.6848



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- Act as benefits & pension administrator including enrolment, response to employee concerns, employer statements. Negotiate and prepare package renewal for approval
- Maintain historical human resource records in compliance with document retention policies: including the maintenance, organization, and storage of employee personnel files
- Lead employee investigations process
- Identify and manage training and development needs for leaders, supervisors and employees
- Understand and provide information on relevant policies, regulations and legislation
- Assess Human Resources processes and activities to enhance their effectiveness
- Administer and develop HR policies and procedures ensuring legal compliance
- Implement a health and safety program
- Coordinate and assist with staff performance evaluations and compensation reviews
- Lead the employee investigations process and provide proactive and effective advice to supervisors and leaders
- Assist with implementing progressive discipline
- Conduct and document exit interviews
- Maintain positive relationship with all staff
- HR projects and initiatives as required
- Attend meetings when necessary

Qualifications:

Education

- Post Secondary Degree or Diploma in Human Resources Management, Business Administration or equivalent
- A combination of education and/or experience relevant to the position will be considered
- CHRP designation an asset but not required

Work Experience

- 3 years' experience in an HR Management role
- Knowledge of the principles and practices of HR management



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- Experience working with Inuit or Indigenous communities
- Working knowledge of Not-for-profit and program delivery structures

Skills & Abilities

- Priority given to Beneficiaries of Inuit Land Claims Settlement Regions.
- Fluent in Inuktitut would be an asset
- Demonstrated ability to meet strategic objectives for HR and the organization.
- Demonstrated ability to manage HR core processes such as talent management, succession planning, and employee relations.
- Ability to make sound business decisions and evidence based recommendations to senior management.
- Effective communication skills with individuals at all levels of the organization.
- Effective written and verbal communication skills as well as presentation skills.
- Sound leadership, staff management, and teambuilding skills.
- Computer literacy, including effective working skills with Microsoft Word, Excel, PowerPoint, and Outlook required.
- Proficiency in Human Resources Information Systems (HRIS)
- Ability to interpret and implement personnel related legislation.
- Demonstrated basic knowledge of Manitoba Employee Standards Code and the Workplace Safety and Health Act
- Ability to manage sensitive and confidential information.

Additional Requirements:

Satisfactory Criminal Record and Child Abuse Registry Check

If this position is of interest to you, please send your resume in confidence to hr@manitobainuit.ca

We thank all who apply for this position. Only those applications selected for an interview will be contacted



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