



# Employment Opportunity

## Human Resource Administrator

### Position

Come and work with one of the most vibrant and successful Student Unions in Canada! The University of Manitoba Students' Union mission is to enhance the student experience. We are seeking an experienced and motivated individual to fill the position of full-time Human Resource Administrator. The successful individual will develop policy and direct and coordinate human resources activities, such as employment, compensation, labor relations, benefits, training, health and safety and employee services.

***A resume must be accompanied by a cover letter to be considered. Only Candidates chosen for an interview will be contacted.***

### Responsibilities

**Position reports to: General Manager**

1. Coordinates recruitment and new employee orientation
2. Coordinates management training
3. Administers benefits and performance review programs
4. Advises management in appropriate resolution of employee relations issues
5. Responds to inquiries regarding policies, procedures, and programs
6. Administers/oversees the production and issuance of paychecks or electronic transfers to bank accounts
7. Coordinates Safety Committee meetings
8. Prepares budget of human resources operations
9. Coordinates separation notices and conducts exit interviews

### Qualifications

1. Degree or diploma in human resources management, business administration or equivalent
2. Knowledge of HR management and business principles
3. Knowledge of relevant software
4. Knowledge of relevant legislation and regulations
5. Ability to organize and plan
6. Demonstrated ability to work collaboratively
7. Possess maturity, integrity and discretion
8. Demonstrated problem analysis/solving abilities
9. Possess sound judgment and critical thinking skills
10. Excels at communication/presentation skills, both verbal and written

### Salary

**Salary to Commensurate  
with Experience**

**Fulltime Position**

**Full Benefits  
Package**

***Interested applicants should forward their cover letter & resume to:***

General Manager  
University of Manitoba Students' Union Room 101 University Centre  
University of Manitoba Winnipeg, MB R3T 2N2  
Fax: (204) 269-1299 E-mail: [umsu@umsu.ca](mailto:umsu@umsu.ca)

***To request a copy of the Position Description, contact [UMSU@UMSU.ca](mailto:UMSU@UMSU.ca)***

**Application Deadline: February 15, 2019 4:00 P.M.**

*For more information about the University of Manitoba Students' Union, please visit our website at [www.umsu.ca](http://www.umsu.ca)*

**The University of Manitoba Students' Union is an equal opportunity employer.**