



MANITOBA METIS FEDERATION INC.

HUMAN RESOURCES SPECIALIST

May 3, 2019

Posting #20-001-03

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Human Resources Specialist position within our Human Resources Department located at 150 Henry Ave in Winnipeg, MB. Reporting to the Director of Human Resources, the Human Resources Specialist will assist with recruitment and selection; benefits; personnel administration; human resources planning; performance management; and policies and procedures. The Specialist will have a solid knowledge of labour legislation and best practices to ensure high compliance with legal requirements.

Job Duties/Competencies:

- Research and prepare occupational classifications, job descriptions and competency appraisal measures and systems;
- Research and attend job fairs and recruit graduates of educational institutions;
- Participate in full-cycle recruitment: identify current and prospective staffing requirements, prepare and post advertisements, collect and screen resumes, schedule and conduct interviews, conduct reference checks, and prepare job offers;
- Prepare and compile documentation such as letters of employment and conduct new employee orientations;
- Maintain and update personnel files, HR information systems and tracking databases;
- Advise employees on the interpretation of HR policies, procedures, and group insurance benefits programs to ensure understanding and compliance;
- Provide recommendations to management;
- Support the development and implementation of HR initiatives and systems;

Skills and Qualifications:

- Bachelor's degree in Human Resources Management, Labour Relations or related discipline, CPHR Designation is an asset;
- Minimum of five years of progressive experience working in human resources;
- Strong knowledge and understanding of all employment related legislation and HR best practices;
- Strong organizational, time management, problem solving, interpersonal and communications skills;
- Strong leadership, ethics, strategic thinking and cultural competency;
- Proficient with Microsoft Office: Word, Excel, Outlook and PowerPoint;
- Experience working for a not-for-profit and/or Indigenous organization is an asset;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. Remuneration is based on education and experience. We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan.

Please forward a cover letter, resume and salary expectations by Monday, May 20, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.

MMF Finance & Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.