



# Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**  
**Location: 201-274 Smith Street, Winnipeg, Manitoba**

**Position:** Human Resources Generalist  
Full-Time Permanent Position

Under the direction of the Director of Human Resources, the Human Resources Generalist will assist in planning and organizing all aspects of the Human Resource functions. This will include but not limited to employment, recruitment & selection, performance management, labour relations, training & development, employee communications, benefit administration, employee retention and compensation. The Human Resources Generalist will assist in the development and promotion of human resource policies, processes and strategies.

**Key Responsibilities:**

- Assists in the activities of the Human Resources department
- Assists with planning and promotion of HR policies and procedures
- Assists managers in the implementation of best practices in human resource management

**Qualifications:**

- Post-secondary degree or diploma in Human Resources or Business related discipline
- 3-5 years of experience in Human Resources
- Knowledge of CFSIS with particular focus on AEM is an asset
- Interpersonal skills necessary to interact effectively with employees and managers
- Experience with recruitment and retention strategies
- Knowledge of labour and employee relations
- Experienced in Child and Family Services or Social Services is an asset
- Demonstrated understanding and respect for Indigenous culture

**Working Conditions:**

- Must have a satisfactory Criminal Record Check, Child Abuse Registry Check, Prior Contact Check and Driver's Abstract
- Must adhere to confidentiality when working with sensitive information
- Must be willing to travel
- Must have a valid driver's license and access to vehicle

**Salary:** Salary will commensurate with education and experience

**Closing Date: Thursday, February 22, 2018**

Individuals interested in this challenging opportunity please reference **Competition Number 2018-005** on your resume/cover letter to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
201-274 Smith Street  
Winnipeg, MB R3C 1K1  
Fax: 204-987-9489  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

*Awasis Agency provides continuous training and a great benefits package to employees*

*We thank all applicants who apply, however, only those selected for an interview will be contacted*