

# WE'RE HIRING:

## HR GENERALIST



### **MAKOOSE C. GAMIK INC.**

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

### **POSITION SUMMARY**

The HR Generalist will provide dedicated support, leadership and advisory services to Makoose C. Gamik Inc. staff. The HR Generalist's responsibilities will be wide-ranging from recruitment, training & development, policy development, performance management advising, and other duties as required. The HR Generalist will focus delivery on specific business needs while maintaining consistency with the overall organization's approach. The HR Generalist will ensure adherence to the Agency's policies & procedures, along with utilizing their working knowledge of applicable legislation and a strong ability to effectively communicate. The work environment will be fast-paced and requires the incumbent to use effective organizational skills to meet the demands of the job. Additionally, the incumbent must strictly follow confidentiality requirements and have the ability to work with competing priorities. This individual will report to the HR Director.

### **QUALIFICATIONS**

- Post-Secondary diploma or undergraduate degree in Business Administration with an Human Resources Specialization, or related field, or a combination of experience and/or education may be considered;
- CHRP designation or actively working towards designation an asset;
- Minimum of 5 years of progressive HR experience;
- Extensive working knowledge of HR legislation and best practices;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

### **Please submit your cover letter & resume to:**

Makoose C. Gamik Inc.  
Head Office Mailing Address  
Box 337, Portage La Prairie, MB R1N 3B7  
E-mail: [hr@makoosecgi.org](mailto:hr@makoosecgi.org)

**COMPETITION NUMBER:** 2024-21

**Close Date:** July 31, 2024, by 4:00 p.m.

