



Career Opportunity

Heritage Co-op is accepting applications for a full time
Human Resources Coordinator
at our Administration Office located in Minnedosa, MB.

Who we are:

Co-op does business differently. As a co-operative, we believe in working together to serve Western Canadians, delivering profits back to our communities and investing in sustainable growth.

With over 500 Team Members, Heritage Co-op serves communities of Brandon, Minnedosa, Wawanese, Erickson, Rivers, Sandy Lake and Strathclair. Our locations include Gas Bars, Food Stores, Home Centres, Bulk Petroleum and Agro sites. To learn more about who we are and how you can help bring our brand to life, visit us at www.heritageco-op.crs

Our core Values are Integrity, Excellence and Responsibility

What you'll do:

Reporting to the **Human Resources Manager**, the **Human Resources Coordinator** will provide support to the organization on a broad variety of HR activities, which may include talent acquisition, talent management, learning and development, labour/employee relations, total rewards and the administration and support of payroll, benefits, and Team Member information.

Who you are:

- You have a post-secondary Diploma or Degree – related field preferred (Business or Human Resources) or equivalent relevant work experience
- You have strong computer skills, including effective working skills of the Microsoft suite and Outlook
- You are able to work independently as well as part of a Team
- You have excellent interpersonal skills and proven effective communication skills; both verbal and written

What We Offer

A competitive Compensation and Benefit Package: Our Team Members receive competitive salaries a comprehensive benefits package which includes Group Life Insurance, Short- & Long-Term Disability, Extended Health and Dental. and an employer-contributed pension plan, matched at 6% of salary.



Inclusive Work Environment: At Co-op, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows all to bring their whole selves to work.

Professional Development: We encourage our team members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and innovation.

Additional Offerings: Team Member Purchase Rebate Program, Team Member Volunteer Incentive Program, Home Centre Preferred Pricing, EFAP (Employee and Family Assistance Program), Team Member Fitness Rebate of up to \$100 per year towards health/fitness purchases.

At Heritage Co-op, we strive to be an employer of choice by creating a culture our Team Members want to be a part of and supporting a healthy work-life balance.

If you are interested in this position, please visit www.heritageco-op.crs and click on **Careers-Join Our Team!**

Process close date: February 13, 2025

We thank all candidates for their interest; however, only those selected to continue in the recruitment process will be contacted.