



Employment Opportunity: HR & Payroll Assistant (Part-time)

Come and envision a great career with us! We are looking for a **HR & Payroll Assistant** who is passionate about making a difference in the lives of others and promoting inclusive societies. We provide a range of supports and services for people living with an intellectual disability in southeastern Manitoba.

Reporting to the Director of Human Resources, the HR & Payroll Assistant will be administering enVision's benefits package that includes healthcare plan, pension plan, EAP, and service, and recognition awards, and will provide coverage in the absence of Payroll officer. The incumbent will play integral role in ensuring the overall wellness of enVision staff members.

Why work with enVision?

We provide competitive compensation and benefits package that includes extended health care for you and dependents, Employment Assistance Program, short term disability, long term disability, life insurance, pension plan matching, and professional development.

We value your time and to show our appreciation, you will be entitled to \$10 coffee voucher for every interview you participated. Once you are hired; for every friend who also joins our team, you are eligible to get as much as \$50 coffee voucher + \$100 grocery voucher + \$325 cash bonus!

enVision Community Living values diversity and supports accessibility, if you require accommodation during the recruitment process, please email hr@envisioncl.com

Qualifications:

- Educational background in Human Resources, Payroll, Business Administration. Combination of work experience will also be considered;
- Minimum 1-year experience administering group benefits and payroll;
- Knowledge of regulations including PHIA, PIPEDA, FIPPA, Employment Standards Manitoba
- Ability to handle and lead projects
- Valid Manitoba Class 5F License and access to vehicle required;
- Proficiency in Microsoft Office Suite, HRIS, Payroll platforms

Additional Info:

- Position is open until position has been filled
- Hours of work may include Monday-Friday, 20 hours per week
- This position requires satisfactory Criminal Record Check with a clear Vulnerable Sector Search, clear Adult & Child Abuse Registry Checks, and proof of being fully vaccinated against COVID-19
- If you require accommodation in order to participate in the hiring process, please contact us in advance. Information received will be strictly confidential and will not affect the application.

We thank all applicants for their interest; however, only retained candidates will be contacted.

enVision Community Living is committed to inspiring equality, inclusion, and the value of all people. Candidates are encouraged to self-identify as Indigenous, as a woman, as a person with disability, and as member of a visible minority.

Apply online at www.envisioncl.com/careers