



**WESTMAN**

## COMMUNICATIONS GROUP

### Meet Westman Communications Group:

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across southwestern and central Manitoba. Westman also owns and operates radio stations Q Country 91.5 FM and 94.7 STAR FM, which broadcast throughout southwestern Manitoba.

Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities they serve. Westman empowers their employees to be innovative, team-oriented, community-based, and customer-focused, championing a culture centered around strong values.

### How to Apply:

Please apply online at <https://jobs.peoplefirsthr.com/#/jobs> or by emailing your resume (on MS WORD format) in confidence to Sarah Antymniuk at [santymniuk@peoplefirsthr.com](mailto:santymniuk@peoplefirsthr.com).

For further information about this career opportunity, please feel free to contact Sarah Antymniuk at (204) 938-4093.

*Westman is an equal opportunity employer, and encourage applications from all qualified individuals. However, only those selected will be contacted for an interview.*

# Human Resources Coordinator

Brandon, Manitoba

On behalf of our client, Westman Communications Group, we are currently recruiting for a Human Resources Coordinator in Brandon. This position directly contributes to the attainment of specific goals and results of the HR department and the organization.

Reporting to the Director of Human Resources this position provides support and coordination in all human resource activities including recruiting, selection, orientation, employee engagement, benefits administration, learning and development, HR projects, and confidential administration.

### As a Human Resources Coordinator, you are responsible for:

- Supporting the recruitment process by sourcing and prescreening candidates, scheduling interviews, administering appropriate assessments, and performing reference/background checks.
- Using traditional and nontraditional resources for recruitment such as career fairs, online job boards, social media, community network events etc. to identify and attract quality candidates.
- Following up with candidates and hiring managers to obtain feedback and make recommendations regarding the selection process.
- Providing eligible employees with the necessary benefits information and assisting in the enrollment of benefits.
- Scheduling training events; tracking participation and training records for the events.
- Organizing, updating, and maintaining HR Projects as required.
- Participating in the researching, development and implementation of human resource policies and procedures.

### You and Your Experience:

- You are proficient with Microsoft 365 Office Suite (Outlook, Word, Excel, SharePoint, One Drive and Planner).
- You are able to work independently, take initiative and make decisions.
- You are a creative problem solver who thrives when presented with a challenge.
- You have a desire for continuous education and growth.
- Previous experience and technical competency with web-based recruitment tools and social media to support recruitment efforts.
- Post-secondary education in a field related to business or human resources is considered an asset.

**PEOPLE FIRST**  
HR SERVICES

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