



JOIN OUR TEAM!

MANAGER, HUMAN RESOURCES - BRANDON, MB

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

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 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 we serve. We empower our team members to be innovative, team-oriented, community-based, and customer-focused, championing a culture centered around strong values.

Reporting to the Director, Human Resources responsibilities include:

Management and Administration

- Manage internal and external recruitment initiatives and processes; develop policy and establish standard procedures for screening and interviewing applicants for employment
- Develop, plan, manage, and maintain corporate health and safety program initiatives, policies, and compliance training programs; conduct safety meetings, audits, and inspections to ensure compliance, evaluate performance, identify corrective action, and implement follow-up assessments when applicable and appropriate
- Responsible for leading learning and development needs analysis; manage the organizational training budget; providing opportunities for ongoing development and the performance management process
- Manage group and company benefits programs and enrollments, responsible for Disability Case Management
- Engage in the preparation of department budget based on the department's goals and objectives
- Manages special projects by clarifying objectives, setting timelines and schedules, conducting research, and developing and organizing collected information
- Research, develop, and implement human resource policies and procedures to ensure best practices and compliance with relevant legislation and employment laws
- Responsible for the development and maintenance of HRIS modules and processes within the HRIS System, including ensuring effective application of process, program administration and logistics to ensure a consistent and value-added process that enables a high performing culture

Leadership and Employee Development

- Provide leadership to foster innovation, with the ability to influence and motivate for change, and to maintain effective working relationships at all levels
- Mentors, coaches, and develops employees within the HR department
- Leads employee selection, training, guidance, performance management and development to ensure department objectives, goals and performance standards are met
- Achieve and maintain certifications and training related to leadership and management as required
- Leads and promotes positive change within the department and organization
- Foster a culture of respect, fairness, and diversity in the workplace and supports the achievement of our diversity and inclusion goals

Education / Experience

- Completion of the Chartered Professional in Human Resources (CPHR) designation, or a designation in Occupational Health and Safety, or related field is considered an asset.
- Bachelor's degree required, in Business Administration or Commerce with a specialization in Human Resource Management, or a related field.
- Minimum of five years of relevant HR experience
- Proven track record of leading an HR team or equivalent experience
- Extensive knowledge of policy and process including improvements and implementation; proficiency with Ceridian "Dayforce" HRIS platform, or equivalent experience
- Strong understanding of the business requirements to succeed in a competitive marketplace

Skills and Competencies

- Strong professionalism, integrity, and credibility in all aspects of work
- Strong written and oral communication skills, leadership abilities, and interpersonal skills
- Strong leadership presence with a high motivation to meet personal, team and corporate goals
- Demonstrated strategic planning and creative problem-solving skills; thrives when presented with a challenge
- Superior organizational and time management skills, adaptable to unforeseen changes in schedule and interruptions, ability to establish priorities, and meet deadlines within tight timelines and in a busy, high-volume environment
- Quickly establishes positive relationships that engender trust and motivates others to invest in organizational goals, processes, and systems
- Establishes and communicates clear expectations, deliverables, and deadlines
- Positively leads and motivates cross-functional teams
- Ability to handle multiple, concurrent priorities

DEADLINE FOR APPLICATIONS: This position is open until filled.

Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!

