



MANITOBA MÉTIS FEDERATION

HUMAN RESOURCES GENERALIST

October 31, 2022

Posting #22-10-003

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Human Resources Generalist** position within our **Human Resources Department** located at 150 Henry Ave in **Winnipeg, MB**. The ideal candidate will be a tactful self-starter and have a broad knowledge of Human Resources practices and employment legislation, assisting in all human resources activities. The salary range for this position is \$55,000-\$65,000.

Job Duties/Competencies:

- Assist with all internal and external HR related matters;
- Lead the development and delivery of the MMF Orientation Program;
- Identify training and development needs within the organization through job analysis, needs assessments and regular consultation with operational leaders and the HR Director;
- Support and co-lead the development, implementation, delivery of HR projects including the maintenance of the HRIS system;
- Lead and implement Employee Programs that reduce turnover and increase employee retention;
- Assist with full life-cycle recruitment, including preparing job offers and job evaluations;
- Investigate complaints brought forward by employees;
- Assist with benefits administration and disability management;
- Prepare HR Reports.

Skills and Qualifications:

- Bachelor's degree/Certificate in Human Resources Management, Labour Relations or related discipline. An equivalent combination of education and experience may be considered;
- CPHR Designation is an asset;
- 2-3 years of progressive experience in the human resources field;
- Strong knowledge and understanding of all employment related legislation and HR best practices;
- Experience in benefits and/or disability management is an asset;
- Exceptional organizational, interpersonal, time management, and negotiation skills;
- Proficient in Microsoft Office, as well as knowledge and proficiency of Payworks is preferred;
- Knowledge of Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Monday, November 14, 2022.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.