



HR Administrator (12-Month Term)
Competition: #2022-23-32
Location: Brandon, MB or Headingley, MB
(There may be an opportunity for a hybrid work arrangement.)

Manitoba Agricultural Services Corporation (MASC) has an exciting opportunity for you to be a part of a team that values building relationships, enables change, and supports the agriculture industry in Manitoba. Come join our team as we offer an engaging work environment, competitive pay, a comprehensive benefits package (including pension plan), and we encourage a healthy work-life balance.

Reporting to the Human Resources Manager, the Human Resources Administrator provides support to the Human Resources Consultant's in the areas of recruitment and selection, staff training and development, and workplace safety and health, in a unionized environment. The incumbent will also assist with a variety of other related human resources duties.

MASC values excellence, integrity, and accountability. We strive to enhance existing products and develop new products, transform service delivery to enrich the client experience, pursue customer driven organizational change, and maximize performance, engagement, and development of all employees.

MASC has five core competencies: communication, decision making, initiative & innovation, leadership, and organization. Competencies relate to every position at MASC and along with the technical requirements, are included in the qualifications for all positions at MASC.

ESSENTIAL QUALIFICATIONS:

- Post secondary education (degree, diploma, or certificate) in Human Resource Management or other related areas and one year experience directly related to a Human Resources support role, preferably in a unionized environment, or an equivalent combination of related education and experience may be considered.
- Experience in human resource support functions including recruitment and selection, training, and development.
- Experience interpreting and applying various acts and regulations that impact human resource management.
- Experience using Microsoft Office 365 (SharePoint, OneDrive, Word, Excel, Outlook, and PowerPoint) in a cloud-based environment.

DESIRED QUALIFICATIONS:

- CPHR designation, or working towards, is considered an asset.
- Experience with SAP Software, is considered an asset.
- Experience with labour and employee relations, is considered an asset.

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada.
- Must possess a valid driver's licence, access to a vehicle and the ability to travel within the Province of Manitoba.

SALARY: \$59,576 – 71,889 per annum
CLOSING DATE: **January 22, 2023**
COMPETITION: #2022-23-32
APPLY IN WRITING TO: MASC – Human Resources
Unit 100 – 1525 First Street S.
Brandon, MB R7A 7A1
E-mail: hr@masc.mb.ca

We believe diversity strengthens our ability to provide excellent customer service in a positive work environment. We encourage all to apply. Only those selected for further consideration will be contacted.