



# JOIN OUR TEAM!

## HUMAN RESOURCES - SUMMER TERM

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 southwestern and central 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. Westman empowers our team members to be innovative, team-oriented, community-based, and customer-focused, championing a culture centered around strong values.

Based in Brandon and reporting to the Director, Human Resources, the Human Resources - Summer Term supports and coordinates various human resources activities, including recruiting, employee engagement, HR projects, and confidential administration. This position fosters and advances positive employee relations to heighten employee satisfaction. The Human Resources - Summer Term will have the opportunity to work with a passionate HR team to support Westman's team members, while gaining industry experience and completing meaningful work.

### What you'll do:

- Support the recruitment process by sourcing candidates, scheduling interviews, and performing reference/background checks
- Recruit through various internal and external sources including job boards, social media, community network events, etc
- Assist in the research and development of human resource policies, projects, and initiatives
- Organize, plan, and deliver company events as required
- Work on HR file management projects
- Uphold and foster Westman's culture of respect, fairness, and diversity in the workplace

### What you'll bring to the team:

- Enrolled in post-secondary education for Human Resources Management, Business Administration, or equivalent program
- Experience with web-based recruitment tools and social media to support recruitment is considered an asset
- Proven knowledge of Microsoft 365 Office Suite (Outlook, Excel, SharePoint, OneDrive)
- Creative problem solver who thrives when presented with a challenge and positively adapts to change
- Self-motivated with the ability to work independently, take initiative, and make decisions
- Effective interpersonal skills with proven aptitude to listen and respond appropriately
- Excellent written and verbal communication skills
- Detail-oriented with proven time management and project management skills
- Strong organizational and analytical skills
- Must have superior, unquestionable ethical standards and the ability to handle confidential information

**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!



**WESTMAN** | COMMUNICATIONS GROUP

[westmancom.com](https://westmancom.com)

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