



Human Resource Administrator

Reports to: General Manager

Summary:

The Human Resource Administrator is responsible for communication between the employees and the company; recruitment, hiring and retention of staff; maintaining current HR policies and procedures as well as the company benefit program and will possess a strong working knowledge of employment standards,

Responsibilities:

- Payroll entry
- Maintain all employee files
- Manage and maintain all benefit options for employees
- Maintain current HR policies and procedures, updating and developing new policies on an ongoing basis
- Be the first point of contact for employees with regards to HR issues and provide information as required
- Create the employee newsletter
- Manage the "Employee of the Month" program
- Track important dates for employees i.e.: Birthdays, Years of Service
- Maintain relevant knowledge of employment standards for all departments within the company
- Manage healthy employee relationships within the company
- Assist in recruitment of new hires, participate in the onboarding process
- Complete required reports on a timely basis
- Other duties as required

Required Skills & Experience:

- Previous experience and/or education in Human Resources considered an asset
- 2 or more years of experience in an office environment
- Demonstrated working knowledge of Manitoba Labour Laws & Employment Standards
- Strong organizational, time management, problem-solving, and analytical skills; ability to manage priorities and workflow
- Demonstrated proficiency in professional communication, including written, oral and listening skills
- Excellent interpersonal skills, ability to maintain confidentiality and address personnel issues respectfully



- Attention to detail and commitment to a high level of accuracy
- Self-motivated and ability to work independently
- Possess cultural awareness and sensitivity
- Possess a valid Class 5 driver's license and clean drivers abstract
- Willing and able to obtain related training, licenses and/or certifications as may be required

This is a full-time position with a competitive pay and benefits package. Remuneration will be based upon relevant experience and qualifications.

If you feel you would be an asset to the Alternative team, please complete our mandatory 7-10-minute survey by clicking on the following link [Alternative Landscaping Ltd Culture Index Survey](#) AND submit your resume with cover letter to:

- Email: lois@alternativelandscapingltd.com
- In Person: 34th St. & Patricia Ave., Brandon MB
- Fax: 204 727-7531.

Deadline for applications is September 2, 2020. Only those selected for an interview will be contacted.

NO PHONE CALLS PLEASE.