

Human Resources Coordinator Term Position - 12 months



The Chartered Professional Accountants of Manitoba (CPA Manitoba) is a regulatory body that represents more than 9,000 members, candidates and students. CPA Manitoba protects the public interest through rigorous educational and certification programs and ensures its members uphold the highest professional and ethics standards.

Position Summary

Reporting to the Director, Human Resources, this position is responsible for providing assistance to employees with respect to HR policies and procedures including employee relations, hiring, benefits, engagement activities, professional development and employee safety.

Key Responsibilities

- Facilitate the hiring process by collaboratively creating employment postings, screening, interviewing, reference checking, hiring and on-boarding.
- Provide support and coaching to ensure familiarity and application of human resources practices, programs, policies and regulations.
- Work collaboratively to provide seamless transitions for new and existing employees.
- Assist in providing research for policies, training, strategic planning and other human resource issues.
- Assist in professional development planning for employees.
- Assist in the creation, distribution and collection of feedback through regular employee engagement surveys and continued focus on staff engagement activities.
- Maintain and plan years of service milestone program and celebration lunch.
- Maintain employee personnel files to ensure legal compliance.
- Review and update the employee handbook.
- Assist in providing compliance in all areas of HR.
- Support the design, implementation and ongoing delivery of HR programs and initiatives.
- Ensure all job descriptions are updated as needed.
- Assist with benefits and other HR related inquiries as required.
- Take on additional responsibilities, tasks and projects as required.

Required Qualifications

- Completion of a degree in post-secondary education specializing in HR management.
- Minimum 2 years of experience in a HR role.
- Demonstrated commitment to confidentiality and professionalism.
- Demonstrated ability to work collaboratively with all staff.
- Excellent communication skills, both verbal and written, with the ability to be sensitive and provide due diligence in handling difficult or delicate situations.
- Knowledge of provincial labour laws, current issues in the field of HR, and industry best practices.
- Demonstrated proficiency with MS Office applications.

Desired Qualifications

- Experience working in an association or not-for-profit environment is considered an asset.
- An understanding or familiarity of the accounting and finance industry.
- Working towards the CPHR designation.

Please email a resume and cover letter, including salary expectations, by no later than Friday, October 11, 2019.

Applications without a cover letter and salary expectations will not be considered. The cover letter must provide clear examples to demonstrate education and qualification requirements.

Human Resources
CPA Manitoba
careers@cpamb.ca

We thank interested applicants. Only those selected for an interview will be contacted. No telephone calls requested.