

HR Coordinator

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the traditional homeland of the Métis Nation.

Reporting to the Director of Human Resources, the Human Resources Coordinator is responsible for assisting employees and managers with respect to several HR functional areas including workforce planning, engagement, learning and development, performance management, employee relations, workplace safety and health and wellness.

The ideal candidate is a results-oriented and analytical thinker, who can adapt easily as things change. Someone who models collaboration and is passionate about Downtown Winnipeg.

KEY RESPONSIBILITIES

- Manage full recruitment cycle and coordinate all aspects of new employee orientation and onboarding
- Administer the benefits plan including employee enrollment and assisting employees with benefits issues and inquiries
- Assist with payroll administration/processing
- Maintain employee files, prepare and send out employee communications
- Develop new job descriptions and update existing as required
- Coordinate all mandatory employee training and coach employees and managers on developmental needs and learning opportunities
- Track HR analytics and prepare accurate and relevant HR reports, assist in market analysis for compensation decisions
- Review and update all HR policies and procedures to ensure compliance with applicable laws and legislation and provide advice and guidance to staff and management on policies and procedures to ensure consistency in application
- Coordinate and process WCB claims online, participate in developing return-to-work plans
- Coach supervisors/managers on employee relations matters including performance and conflict management, assisting in the development of performance improvement plans
- Take lead in assigned HR projects
- Provide support to the Health and Safety Committee

OUR REQUIREMENTS:

- Post-secondary education in Human Resource Management, CPHR Designation or in process.
- Minimum 3 years of experience working in similar HR role.
- Broad knowledge and experience of legislative compliance with respect to employment and health & safety legislation.
- High level of initiative with demonstrated ability to be adaptable, work effectively and independently with a focus on meeting business objectives and deadlines.

- Excellent written, oral, presentation and interpersonal skills.
- Demonstrated ability to probe, analyze and problem solve issues.
- Proven ability to respond effectively to sensitive inquiries or complaints, maintaining confidentiality and modeling respectful behaviour.
- Highly customer service oriented and strong team player.
- Meticulous attention to detail and accuracy.
- Solid computer skills with experience using MS Office and electronic payroll system, (preferably Payworks) is essential.

Due to the nature of our business the Downtown Winnipeg BIZ requires that all its staff members are fully vaccinated with a Health Canada approved COVID-19 vaccine.. In the event that you are hired by the BIZ, you will be required to provide your proof of vaccination. In the event that you are unable to be vaccinated due to a valid medical or religious reason, you must prior to your start date establish and in a form acceptable to the BIZ your inability to be vaccinated.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line.

Please be advised only those selected for an interview will be contacted. **This posting will remain open until suitable candidates have been selected.**

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.