



Competition No.:	<b>2019-41</b>
Position:	<b>Human Resource Generalist</b>
Compensation:	<i>D.O.Q.</i>
Conditions:	<b>Full-time, Permanent, Non-Unionized</b>
Department:	<b>Human Resources</b>
Location:	<b>1410 Mountain Avenue – Winnipeg</b>
Date Posted:	<b>May 18, 2019</b>
Closing Date:	<b>4:00 p.m. on June 5, 2019</b>
How to apply:	Email: <a href="mailto:hr@secfs.org">hr@secfs.org</a> Fax: <b>204.594.0499</b>

**Key Accountabilities:**

- Recruit for our Winnipeg-based locations as well as remote Communities
- Provide support to Supervisors and Managers on HR policies and processes
- Design and develop databases and spreadsheets to support HR projects
- Track all current and future-based training
- Provide a wide range of HR services within the context of both unionized and non-unionized environments
- Travel to all Agency locations
- Other duties as assigned

**Qualifications & Position Requirements:**

- 3+ years of Recruiting and/or HR Generalist experience (post-Secondary education is an asset)
- Exceptional interpersonal skills and stellar track-record with regard to confidentiality
- Demonstrated ability to learn quickly in a fast-paced and deadline-driven workplace
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Proficiency with MS Office
- Valid Driver's License and use of a personal vehicle
- Satisfactory Criminal Record Search; Child Abuse Registry Check; and, Prior Contact Check

**Application Process:**

- Preference will be given to Southeast Community Members and Aboriginal (First Nations, Métis or Inuit) candidates meeting the position requirements
- Forward your résumé (with three [3] references) and a cover letter stating clearly how you meet the qualifications
- Please cite the competition number and position in the subject line when submitting by email or fax
- We thank all applicants; however, only those candidates selected for an interview will be contacted

**About Us:**

- SECFS provides a full range of services under *The CFS Act*, *The CFS Authorities Act* and *The Adoption Act*. Our primary responsibility is to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural affiliation with our First Nation Communities.