



Human Resource Manager

Description

Overview

Languages

English

Education

- Master's degree
- or equivalent experience

Experience

3 years to less than 5 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Health care institution, facility or clinic

Budgetary responsibility

- \$1,500,001 - \$4,000,000

Duties

Responsibilities

Tasks

- Plan and control budget and expenditures
- Establish and implement policies and procedures

Closing Date

February 28, 2025

Categories

Business, Finance and Administration

Employer

Compassionate Care Home & Hospital Health Services Inc.

Location

Downtown

Address

831 Sargent Ave Winnipeg, R3E0C1

Job Type

Full-time

Education Level

Bachelor

Wage

\$47.00 - \$50.00

Email

- Oversee the classification and rating of occupations
- Plan, develop and implement recruitment strategies
- Manage contracts
- Manage training and development strategies
- Oversee the analysis of employee data and information
- Oversee development of communication strategies
- Oversee the preparation of reports
- Advise senior management
- Respond to employee questions and complaints
- Liaise with management, union officials and HR consultants
- Negotiate collective agreements on behalf of employers or workers
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Conduct performance reviews
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

Supervision

- More than 20 people

Qualification

Experience and specialization

Computer and technology knowledge

- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word

- Accounting software
 - Electronic mail
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