



# Human Resources Specialist

## Description

**Position Title:** Human Resources Specialist

**Location:** Winnipeg, R3E 0B9

**Company:** Safe Choice Cleaning Inc.

**Job Type:** Full-time

### Job Summary:

The Human Resources Specialist will be responsible for performing a wide range of HR-related duties, supporting various human resources functions, and contributing to the development and implementation of HR policies and procedures. This position requires an individual with strong communication skills, a high level of discretion, and the ability to foster a positive workplace environment.

### Key Responsibilities:

#### Recruitment and Staffing:

- Develop and implement recruitment strategies to attract qualified candidates.
- Conduct interviews, coordinate recruitment processes, and provide recommendations for candidate selection.
- Manage job postings, screen resumes, and facilitate onboarding and orientation for new hires.

#### Employee Relations:

- Act as a liaison between management and employees to resolve issues and support a positive work environment.
- Provide guidance to managers and employees on HR policies, labor laws, and conflict resolution.

## Closing Date

January 1, 2025

## Categories

Business, Finance  
and Administration

## Employer

Safe Choice Cleaning  
Inc.

## Location

Assiniboine South

## Address

819 Sargent Ave  
Winnipeg, R3E 0B9

## Job Type

Full-time

## Education Level

College

## Wage

\$18.00 - \$21.00

- Assist in the development and maintenance of employee relations programs and initiatives.

### **Compensation and Benefits:**

- Administer employee compensation programs, including payroll processing and benefits enrollment.
- Ensure compliance with relevant employment laws and company policies.
- Conduct market research to recommend competitive salary structures and benefits packages.

### **Training and Development:**

- Identify employee training needs and coordinate or conduct relevant training sessions.
- Develop programs that improve employee engagement, retention, and professional growth.

### **HR Policies and Compliance:**

- Develop, implement, and monitor adherence to company HR policies and procedures.
- Ensure compliance with all federal and provincial labor laws and regulations.
- Conduct investigations regarding employee complaints and disciplinary matters as needed.

### **Performance Management:**

- Facilitate performance review processes and ensure effective documentation.
- Support managers in creating performance improvement plans and tracking employee progress.

### **Qualifications and Skills:**

- Collegediploma in Human Resources, Business Administration, or a related field.
- Strong knowledge of employment laws, labor relations, and HR best practices.
- Proficiency in HR software systems and Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- High level of confidentiality, discretion, and professionalism.
- Ability to work independently and collaboratively as part of a team.
- Certification (e.g., CHRP, CHRL) is an asset.

