



## Staffing Officer (NOC 12101)

### Description

Humphry Inn & Suites is looking for a staffing officer (NOC 12101) to join our team in Winnipeg, Manitoba.

### Duties

- Identify current and prospective staffing requirements, develop recruitment strategies, including job postings, resume screening, phone interviews, interview scheduling, and offer letter preparation.
- Establish and maintain relationships with external recruitment resources to enhance hiring channels and attract qualified candidates.
- Analyze recruitment data, evaluate hiring effectiveness, and provide insights for workforce planning.
- Oversee payroll administration, ensuring compliance with policies and regulations while coordinating with finance teams.
- Manage employee leave policies, approve staff leave requests, and ensure proper tracking and compliance with labor laws.
- Develop and coordinate employee training programs, ensuring staff development aligns with company goals.
- Advise managers and employees on staffing policies, labor laws, employee benefits, and regulatory compliance.
- Oversee offboarding processes, ensuring a smooth transition, compliance with company

### Closing Date

December 31, 2025

### Categories

Business, Finance and Administration

### Employer

Theo C Limited -  
Humphry Inn & Suites

### Location

Downtown

### Address

260 Main Street  
Winnipeg, R3C 1A9

### Job Type

Permanent

### Education Level

College

### Wage

\$24.50 - \$24.50

policies, and retention of institutional knowledge.

## **Qualification**

- A college diploma is required.
- Experience related to personnel administration is required. (1 - 2 years)

## **Email**

admin@humphryinn.com