



Human Resources - Summer Term (Brandon, MB)

Description

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team! Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

What we have to offer:

- Competitive compensation package.
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

What you'll do:

- Assist in the research and development of human resource policies, projects, and initiatives.
- Organize, plan, and deliver company events to support employee engagement.
- Assist in developing and researching human resource tools, templates, and forms.
- Support the recruitment process through the use of various internal and external sources including job boards, social media, community network events, etc.
- Work on HR file management projects.

Closing Date

April 24, 2026

Categories

Rural Opportunities

Employer

Westman
Communications
Group

Location

Rural

Address

1906 Park Avenue
Brandon, R7B0R9

Job Type

Temporary

Education Level

Other

- Uphold and foster Westman's culture of respect, fairness, and diversity in the workplace.

Qualification

What you'll bring to the team:

- Enrolled in post-secondary education for Human Resources Management, Business Administration, or equivalent program.
- Experience with web-based recruitment tools and social media to support recruitment is considered an asset.
- Proven knowledge of Microsoft 365 Office Suite (Outlook, Excel, SharePoint, OneDrive).
- Creative problem solver who thrives when presented with a challenge and positively adapts to change.
- Self-motivated with the ability to work independently, take initiative, and make decisions.
- Effective interpersonal skills with proven aptitude to listen and respond appropriately.
- Excellent written and verbal communication skills.
- Detail-oriented with proven time management and project management skills.
- Strong organizational and analytical skills.
- Must have superior, unquestionable ethical standards and the ability to handle confidential information.