



Liquor and Gaming Authority of Manitoba Employment Opportunity

Advertisement # 33351
Position: Human Resources Assistant
Full Time /Term (2 years)
Corporate Services Unit - Human Resources Department
Closing Date: September 29, 2017
Salary Range: Exempt

The Liquor and Gaming Authority of Manitoba (LGA) regulates the province's liquor and gaming industries. We license liquor sales, service and manufacturing, and license gaming employees, products and operations, and strive to provide a high standard of regulatory service through a balanced and independent approach.

The LGA is seeking a highly motivated individual to work within the Human Resources Department which is part of the Corporate Services Unit. The Human Resources Department is responsible for providing confidential human resources expertise to all business areas in order to shape, align and deploy organizational goals and initiatives.

Qualifications:

The successful candidate must have:

- A post-secondary education (degree/diploma/certificate) in Human Resources or an equivalent combination of education and experience. Education and experience in payroll would be an asset.
- Excellent written and oral communication skills to ensure effective, clear and concise communication.
- Exceptional interpersonal and customer service skills with the ability to interact professionally and build positive relationships with all levels of the organization, external stakeholders, and the general public.
- Strong organizational and time management skills with the ability to multitask, plan, and prioritize work under tight deadlines and changing priorities; while ensuring a high level of accuracy and attention to detail in a demanding work environment.
- Demonstrated experience effectively managing and maintaining confidentiality when dealing with sensitive information.
- Demonstrated ability to cooperatively and constructively work in a team environment to motivate, influence and gain peoples' confidence with tact and diplomacy under challenging circumstances.
- Excellent problem solving and decision making skills with experience conducting research, analysis and preparing reports.
- General knowledge and experience in the areas of employee and labour relations, recruitment and staffing, pay and benefits, and training and development with experience in the administration and interpretation of contracts, policies and procedures.
- Strong computer skills with proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook), with strong keyboarding and data entry skills.
- Knowledge and experience with business machines including adding machine, computer, photocopier, scanner and fax.
- Motivated with proven initiative and ability to work independently.

The following qualifications are desired:

- Chartered Professional in Human Resources (CPHR) designation or working towards.
- Knowledge and experience referencing and working with Employment Standards, Human Rights Act and the Manitoba Workplace Safety & Health Act and Regulation.
- Experience using Human Resources Information Systems (HRIS).
- Experience working in a unionized environment.
- Proficiency in French.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

Duties:

The Human Resources Assistant provides comprehensive administrative and clerical support services to the Human Resources Department in the development, administration and maintenance of human resources systems and services. The position is responsible for preparing general correspondence, assisting with recruitment activities, responding to internal and external inquiries, maintaining confidential files, records and information systems, and providing administrative support to Human Resources related programs and projects.

Additional Information:

- An eligibility list will be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection exercise/test.
- Circumstances may arise where the competition may need to be withdrawn.
- A positive attendance record will be a consideration in the screening process.
- Satisfactory work performance in the preceding twelve months is required.
- A satisfactory Criminal Record Check must be produced and maintained.

Apply to:

Advertisement # 33351
Liquor and Gaming Authority of Manitoba
Human Resources
800 – 215 Garry Street
Winnipeg MB R3C 3P3
Fax: 204-954-9427

Email: resumes@LGAmanitoba.ca (Please quote your name and the ad number in the subject line of your email)

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities. We thank all who apply and advise that only those selected for further consideration will be contacted. Visit our website at LGAmanitoba.ca to learn more about the Liquor and Gaming Authority of Manitoba.