



## **CAREER OPPORTUNITY – TOWN OF THE PAS**

### ***HUMAN RESOURCE OFFICER***

#### **FULL TIME PERMANENT POSITION**

Town of The Pas requires an energetic, motivated and career-minded individual for the position of Human Resource Officer. Responsibilities will include providing Staff, Management and Council with information, recommendations and guidance in regard to human resource matters throughout the Town's operations. Ability to develop, and maintain, effective and efficient relationships and communication across all levels of the Town's operations as well as with external stakeholders.

***Preference will be given to those candidates that possess the following experience and qualifications:***

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- Post-secondary education in Human Resource Management and a minimum of two years related experience. An equivalent combination of education and experience may be considered
- A Chartered Professional in Human Resources (CPHR) designation, or active pursuit of the designation would be an asset
- Demonstrated experience in all Human Resource functions including but not limited to: staffing, recruitment and selections, labour relations, compensation/benefits, oversee payroll process, occupational health and safety, grievance processes and employee training and development.
- Experience with HRIS and other database programs is an asset
- Solid understanding of Manitoba Employment Standards, Manitoba Human Rights, Labour Code and Workplace Safety and Health
- Experience in working with a Unionized environment is a definite asset
- Strong proficiency with MS Office (Word, Excel, PowerPoint)
- Excellent interpersonal and communication skills (both written and verbal)
- Satisfactory results from Criminal Record and Vulnerable Persons checks.

Salary will commensurate with qualifications and experience. The Town of The Pas also offers an excellent pension and benefits package.

***This position will remain open until a suitable applicant is found.***

***Applications are to be directed to:***

**Keri-Lee Zaharia, CPHR – Human Resource Officer**

Email: [keriz@townofthepas.ca](mailto:keriz@townofthepas.ca)

**81 Edwards Avenue, P.O. Box 870**

**The Pas, MB, R9A 1K8**

**Fax: (204) 623-5506**

Website: [www.townofthepas.com](http://www.townofthepas.com)

***We thank all candidates in advance, but will only contact those selected for an interview.***