

CAREER OPPORTUNITY

HUMAN RESOURCE GENERALIST

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and those with whom we work.

We're currently recruiting for a full-time, permanent Human Resource Generalist.

POSITION OVERVIEW

Reporting to and working in close collaboration with the senior HR resource at Efficiency Manitoba, the successful candidate will support a wide range of human resources activities at Efficiency Manitoba. The Human Resource Generalist will act as a primary point of contact for employee HR-related inquiries, advise on HR matters including the application of policies and collective agreements, administer compensation and benefits, support performance management processes, conduct HR data analysis, and support recruitment and onboarding efforts.

The ideal candidate will possess a breadth of HR experience, excellent communication, organizational, and analytical skills, and contribute to fostering a collaborative, inclusive, and purpose-driven team culture.

RESPONSIBILITIES

- Work closely and maintain effective lines of communication with employees, leadership, and bargaining units to foster a collaborative, performance-oriented, innovative culture across Efficiency Manitoba as the organization works to deliver on its mandate, goals, and objectives.
- Act as a primary point of contact for employee inquiries regarding HR policies, procedures, and benefits, providing accurate and timely information.
- Advise on human resource matters, including collective agreement administration, along with policy development, interpretation, and application.

- Participate in the development and delivery of employee engagement initiatives, helping to foster a positive and inclusive work environment that promotes diversity, equity, and inclusion principles.
- Lead the collection, compilation, and analysis of HR data and metrics, generating reports and insights that help to identify trends, areas of opportunity, and potential solutions to enhance organizational effectiveness and employee experience.
- Lead the administration and analysis of regular employee engagement surveys.
- Support collective bargaining activities, including attendance at bargaining meetings, ensuring that the necessary information is accurately recorded for subsequent action.
- Administer employee compensation, including wage and salary administration and payroll matters,
- Administer the group benefits and pension program, including enrolments, changes, and act as liaison between employees and providers.
- Support the performance management process by tracking performance reviews, updating employee records, and providing assistance to leaders and employees as needed.
- Conduct research and analysis to provide and communicate recommendations on HR matters.
- Support recruitment and selection activities to locate the best possible talent aligned with Efficiency Manitoba's company culture.
- Collaborate with leaders and the HR team to ensure a successful onboarding experience for new employees.
- Assist with the development and maintenance of job descriptions that reflect key responsibilities and qualifications.

REQUIREMENTS

- A four-year Bachelor of Commerce Degree or Business degree (HR Major) and a minimum of two years of directly related experience performing functions similar to or equivalent with the responsibilities and meeting the requirements outlined above.
- A Certified Professional in Human Resources (CPHR) designation is a definite asset.
- Demonstrated experience working in an HR role with a breadth of responsibilities, ideally operating in a Crown corporation or similar environment.
- Demonstrated knowledge and experience working in a unionized environment, administering collective agreements, policies and practices, wage and salary administration, benefits administration, and other related human resource activities.

- Proven interpersonal skills with the demonstrated ability to establish and maintain effective working relationships at various levels.
- Demonstrated attention to detail to ensure accuracy of communication, recommendations, and employee records including pay and benefits.
- Demonstrated office skills including working knowledge of human resource systems and software; prior experience working with Sage 300 is an asset.
- Working knowledge of current labour legislation, human resource trends, and human resource best practices.
- Possess initiative with the ability to administer and provide input on systems and policies aligned with the needs of the organization.
- Remain current with human resource issues through membership in human resource associations, attendance at conferences and seminars, and reviewing human resource literature.

We're proud to provide and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience, with candidates whose qualifications are closer to the minimum requirements for the position typically joining the organization at a salary nearer to the lower end of the range. The salary range for this position is \$66,352.63 to \$91,812.08 annually.

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

The ability to communicate in French, both verbally and in writing, is considered an asset for all positions at Efficiency Manitoba.

We encourage interested candidates to apply by emailing their application, including their qualifications and relevant experience, to careers@efficiencyMB.ca no later than Monday, March 31, 2025. Please reference the position title in the subject line of your email.

We thank all candidates who apply; however, only those selected for an interview will be contacted.

For more information about Efficiency Manitoba, candidates can visit our website at efficiencyMB.ca.