



Immigrant Centre

Job Posting

Company Name	Compassionate Care Home & Hospital Health Services Inc.
Job Title	Human Resource Manager
Start Date:	As soon as possible
Deadline: (Closing job date)	Open until filled
Job Duties	<p>Responsibilities</p> <p>Tasks</p> <ul style="list-style-type: none"> Plan and control budget and expenditures Establish and implement policies and procedures Train, direct and motivate staff Assign, co-ordinate and review projects and programs Oversee the classification and rating of occupations Plan, develop and implement recruitment strategies Manage contracts Manage training and development strategies Oversee the analysis of employee data and information Oversee development of communication strategies Oversee the preparation of reports Advise senior management Respond to employee questions and complaints Liaise with management, union officials and HR consultants Negotiate collective agreements on behalf of employers or workers Organize and administer staff consultation and grievance procedures Oversee payroll administration Plan, organize, direct, control and evaluate daily operations Conduct performance reviews Occupational health and safety <p>Supervision</p> <ul style="list-style-type: none"> More than 20 people
Work Schedule: (Days/hours, full-time/part-time/casual, permanent/seasonal)	Permanent employment Full time
Wage per hour:	\$35-\$40/Hour
Location/Address: (bus route? Y/N)	Winnipeg, MB
Transportation: (Bus route, Driver's License or vehicle)	Driver License Preferred
Language (English levels/other languages)	English
Requirements	<p>Education</p> <ul style="list-style-type: none"> Master's degree or equivalent experience <p>Experience</p> <ul style="list-style-type: none"> 3 years to less than 5 years <p>Work setting</p> <ul style="list-style-type: none"> Health care institution, facility or clinic Budgetary responsibility \$1,500,001 - \$4,000,000

<p>COVID-19 Policy: (Mask/Vaccinated/ Other Restrictions)</p>	
<p>Other details:</p>	<p>Experience and specialization Computer and technology knowledge MS Access MS Excel MS Outlook MS PowerPoint MS Windows MS Word Accounting software Electronic mail</p> <p>Additional information Work conditions and physical capabilities</p> <p>Fast-paced environment Work under pressure Tight deadlines Attention to detail Large workload Personal suitability Excellent oral communication Excellent written communication Flexibility Judgment Organized Team player</p> <p>Employment groups Help - Employment groups</p> <p>This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Visible minorities</p>
<p>How to apply:</p>	<p>Please submit your resume here compassionatecarewinnipeg@gmail.com</p>