

Job Bulletin: Human Resources Associate

Advertisement # 39597
Human Resources Associate
Term, Full-time (12 months)
Human Resources Unit
Closing Date: August 12, 2022
Salary Range: \$2,196.03 - \$2,591.15 bi-weekly (6XG)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province's liquor, gaming, cannabis, and horse racing industries. We license liquor sales, service and manufacturing, gaming employees, products and operations; retail cannabis stores; and horse racing. We strive to serve the public interest by regulating these industries in a respectful, impartial, and balanced manner.

The LGCA is seeking a highly motivated individual to work within the Human Resources Unit. The incumbent must have experience administering payroll and benefits, and supportive employment coordination such as disability management, accommodations and return to work programs. The incumbent must have experience interpreting and applying collective agreements, policies, and procedures.

Qualifications

The successful candidate must have:

- A degree from a post-secondary institution in business, commerce, or a related discipline.
- 3 to 5 years' experience providing human resources consultation services, preferably in a unionized and/or public sector environment. A combination of education and experience may also be considered.
- Experience administering payroll and benefits, including providing consultation related to eligibility and requirements.
- Experience providing guidance and coordinating supportive employment services including disability management, accommodations and return to work programs.
- Excellent communication and interpersonal skills to effectively communicate with staff, clients and stakeholders.
- Strong attention to detail and accuracy.
- Demonstrated problem-solving, decision-making and analytical skills.
- Demonstrated political acumen and respect for others to handle sensitive and confidential matters.
- Knowledge and experience interpreting and applying policies, legislation and regulatory standards and requirements.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work demands and deadlines.
- Demonstrated ability to work independently as well as in a team environment.
- Proficiency with Microsoft 365 and Human Resources Information Systems [e.g., SAP].

The following qualifications are desired:

- Chartered Professional in Human Resources (CPHR) Designation.
- Payroll Compliance Practitioner (PCP) Designation.
- Proficiency in French.

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

Duties:

The Human Resources Associate is responsible for providing consultation, guidance and coaching to management and staff within a unionized environment. The role provides support and direction in payroll administration and benefit plans including the application of pay and benefits policies, procedures, legislation and collective agreements. The position is responsible for supportive employment coordination which includes disability management, accommodations and return to work

This document is available in alternate formats, upon request.



programs as well as reporting and metrics, and supporting various human resources initiatives, programs, and issues.

Additional Information:

- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection exercise/test.
- Applicants must be legally entitled to work in Canada.
- 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 12 months is required.
- A satisfactory criminal record check is a condition of employment.
- A satisfactory Driver Abstract must be produced and maintained.
- A valid Manitoba's driver's licence, access to a vehicle and ability to travel periodically throughout Manitoba are required.

The LGCA has a comprehensive compensation and benefits package that includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training, educational support and career development opportunities are also available.

Apply to:

Advertisement #39597
Liquor, Gaming and Cannabis Authority of Manitoba
Human Resources
1055 Milt Stegall Drive
Winnipeg MB R3G 0Z6
Fax: 204-927-5384
Email: resumes@LGCAMB.ca

Please quote your name and the advertisement number in the subject line of your email.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided considers the applicant's individual accessibility needs.

Employment equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities, and persons with disabilities.

We thank all who apply. Only those selected for further consideration will be contacted.

Visit LGCAMB.ca to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

This document is available in alternate formats upon request

