

Job Bulletin: Human Resources Recruitment and Training Coordinator

Advertisement # 44609
Human Resources Recruitment and Training Coordinator
Regular, Full-time
Human Resources Unit

Closing Date: October 3, 2025
Salary Range: \$62,130 - \$75,766 per annum [6XF]

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 Human Resources Recruitment and Training Coordinator is primarily responsible for conducting the full-cycle recruitment processes of the organization. The position is also responsible for providing support and guidance in training and development, including building capacity through onboarding, training and succession planning, as well as supporting various human resources initiatives and programs.

Candidates who do not meet all essential criteria and qualifications may be considered on an underfill basis at the underfill pay grade [6XE]. In such cases, the candidate will be appointed at a lower classification and pay grade until the required qualifications are met.

- Full working level salary range: \$62,130 – \$75,766 per annum [6XF]
- Underfill salary range: \$56,720 – \$69,203 per annum [6XE]

Staff in underfill will perform duties with appropriate supervision and may be eligible for reclassification to the full working level upon demonstration of required competencies, experience, or qualifications, subject to approval and in accordance with the collective agreement.

Qualifications

The successful candidate must have:

- A diploma from a post-secondary institution in the area of Human Resources or Business Administration.
- Three to five years of recruitment experience, preferably in a unionized and/or public sector environment. A combination of education and experience may also be considered.
- Excellent written and verbal communication skills with the ability to ensure clear and concise communication and reports.
- Strong interpersonal skills with the ability to work with others in a professional and respectful manner to build positive relationships with staff, management, stakeholders and the general public.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work demands and deadlines.
- Excellent analytical, problem solving and decision-making skills with the ability to conduct research and analysis on various HR related projects and initiatives.
- High level of attention to detail with the ability to ensure consistency in the application of policies, procedures, collective agreements and relevant government legislation.
- Knowledge and experience working with Employment Standards, Human Rights Act, and the Manitoba Workplace Safety & Health Act and Regulations.
- Effectively manage and maintain confidentiality when dealing with sensitive information related to staff and human resource matters.
- Demonstrated ability to work independently as well as in a team environment.

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- Strong data entry skills with a high level of accuracy to ensure precise information when creating correspondence, reports and entering data.
- Proficiency with Microsoft 365 and specialized databases including Adobe applications, and the ability to work with Human Resource Information Systems (HRIS) [e.g. SAP].

The following qualifications are desired:

- Chartered Professional in Human Resources (CPHR) designation would be an asset.
- Proficiency in French.

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

Duties:

Reporting to the Senior Human Resources Consultant (Labour Relations and Recruitment), the Human Resources Recruitment and Training Coordinator will be responsible for conducting the full-cycle recruitment processes to ensure timely posting and filling of vacancies, while providing guidance and coaching to selection boards regarding recruitment and selection practices. The incumbent ensures LGCA policy, procedures, guidelines and applicable legislation requirements related to recruitment processes are met in a unionized environment, and supports the LGCA's training and development programs and HR initiatives.

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.

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 #44609
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, résumé 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 résumé 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.

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