

*AgriHub Inc., is currently recruiting for a HUMAN RESOURCES GENERALIST based in Blumenort, MB.*

### JOB DESCRIPTION

- Creating, maintaining, and updating all job descriptions for the company.
- Coordinating and overseeing recruitment, selection and hiring activities including provision of temporary, trainee services and work experience programs (co-op).
- Recruiting at the entry-level and mid-management level.
- Managing all aspects of the new employee orientation and onboarding.
- Responsible for coordinating and managing the payroll function for two companies using Payworks software; responsible for bi-weekly payroll runs and monthly commission runs, issuing pay statements and pay reports.
- Assisting with the identification of training and development needs; developing and facilitating courses as required; scheduling external training and auditing courses as required.
- Facilitation of performance appraisal process.
- Addressing employee relations issues in a confidential and timely manner; investigating concerns as required.
- Advising and coaching Supervisors and Management in policy administration, discipline, coaching of employees and performance management.
- Conducting exit interviews.
- Providing understanding and guidance to others in Provincial Legislation pertaining to Manitoba, Ontario (Employment Standards, Human Rights Code, etc).
- Supporting the implementation of HR and organizational change initiatives.

### REQUIRED SKILLS

- 3 - 5 years' experience in an HR Generalist capacity
- Post-secondary certificate/diploma/degree in Human Resources Management
- Previous experience in recruitment and training initiatives is preferred
- Proficiency in MS office, electronic communications, and web-based technologies (e-recruitment)
- Strong, demonstrated leadership and consulting skills
- Superior relationship building skills with a client orientation
- Strong oral presentation and written communication skills
- Excellent time management and organizational skills
- Ability to work independently and take initiative
- Ability to handle multiple job tasks and meet firm deadlines
- Ability to maintain a high level of confidentiality, good judgment, and tact.
- Strong organizational skills and a high degree of flexibility to address changing client needs
- Dynamic, self-motivated, pro-active, team player

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If you are interested in this position and meet the above criteria, please submit your resume in confidence to [careers@agrihub.ca](mailto:careers@agrihub.ca).