



Immigrant and Refugee
Community Organization of Manitoba

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HUMAN RESOURCES ASSISTANT

Permanent, Part-Time (20 Hours/week) Position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Human Resources Assistant is:

- Experienced in general Human Resource administration and functions.
- Highly skilled at communicating in person, via email, phone, and with writing documents
- An accomplished and flexible multi-tasker, able to prioritize tasks amid competing demands
- An individual who enjoys and excels at customer service
- Skilled in using Microsoft Office, HR and finance data management systems
- A continuous learner, committed to excellence in teamwork

POSITION PURPOSE AND SUMMARY:

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the **Human Resources Assistant (HR Assistant)** provides support to IRCOM staff by providing administrative support to HR staff and the leadership team as a whole.

The **HR Assistant** will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

With the support and supervision of the Human Resources Manager (HR Manager) the HR Assistant will fulfill the following:

DUTIES AND RESPONSIBILITIES

Human Resources Support (70%)

- Provide clerical and administrative support to the HR Manager
- Compile, maintain and update employee records (hard and soft copies) and filing system
- Process documentation and prepare reports relating to staffing activities
- Distribute and manage monthly employee surveys
- Assist in researching and updating policies, procedures and forms
- Assist with employee requests and personnel enquiries
- Post job ads and do initial screening of applicants/ Post job advertisements and conduct initial applicant screenings
- Coordinate communication with potential candidates and schedule interviews
- Screen telephone calls and conduct research to locate potential job candidates
- Conduct initial orientation to new/rehired employees
- Enter all training documents into the training and payroll systems
- Educate new and rehired employees on HR policies, procedures, and regulations
- Monitor the HR communication portals and share information as required

Financial Support (10%)

- Provide clerical and administrative support to the finance team
- Assist the finance team in preparing financial reports and financial related tasks

Team and Inter-departmental Support (20%)

- Assist leadership team with HR tasks as required
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by the HR Manager

REQUIRED QUALIFICATIONS

- 1 year of recent experience in a Human Resources field required, preferably in a unionized environment
- Successful completion of a recognized Human Resources Management certificate program
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Proven ability to maintain strict confidentiality
- Superior interpersonal and intercultural communication skills, attitude and experience
- Meticulous organizational skills and the ability to prioritize work amid competing demands
- Demonstrated experience working in a very fast paced, multi-tasking program environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Demonstrated proficiency in the use of MS Office (Word, Excel and Outlook)
- Demonstrated proficiency with Human Resource information management systems
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS

- Experience using Payworks
- Experience with recruitment & selection
- 2-3 years' experience in the Human Resources field
- Prior experience working in a unionized and not for profit environments
- 1-year experience drafting and updating organizational policies and procedures

HOURS OF WORK: This is a permanent, part-time, 20 hours per week position. The primary work schedule will be 1:00pm to 5:00pm, Monday through Friday, with occasional 9:00am to 1:00pm (or another agreed upon 4-hour shift) as required by the HR Manager and operational needs. Work locations will be at Isabel and Ellen locations. The HR Assistant will be required to attend once a month staff meeting where there will be additional hours required.

WAGE: \$ 21.89/hour

BENEFITS: Group Insurance Plan with extended health, dental, life and AD&D insurance
Paid sick and discretionary days
Employer paid RRSP contributions
Professional development opportunities
Collaborative, family-friendly and supportive working environment

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on Wednesday, August 7, 2024
and continue until the position has been filled.**

HR - Selection Committee: hr@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs (hr@ircom.ca).