



Position:	HR Generalist
Status:	Full-time
Location:	Winnipeg Branch
Posting Closes:	Until Filled
Salary Grade:	\$58,000 - \$69,600

Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to provide Financial Services for First Nations, Métis, and Inuit Peoples. We are responsive to the needs of members, no matter where they live or how they choose to access our services. If you are interested in becoming a part of a dynamic and diverse team working in a fast-paced and rewarding career, please consider applying for this opportunity!

A day in the life as an HR Generalist:

Reporting to the CEO, the HR Generalist is responsible for both administrative and strategic responsibilities, and will help with important functions such as staffing, training and development, and compensation and benefits. We are searching for a qualified and resourceful human resource generalist to support our organization in ensuring smooth and efficient business operations.

Duties and Responsibilities:

- Participate in development of HR objectives and systems, including metrics, queries, and ongoing reports
- Handle all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resource system and audits for accuracy and compliance
- Assist in administering benefits, compensation, and employee performance programs
- Suggest new procedures and policies for improving employee experience as well as the efficiency of HR department
- Ensure compliance with local and national regulations and applicable employment laws, and update policies and procedure when necessary
- Provide a dedicated and effective advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development
- Be the primary backup for payroll processing, including regular updates to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, and benefits changes
- Natural flexibility in handling day-to-day routines as well as surprises, including administrative support as needed including scheduling/booking appointments, meetings, and events. Ensure organizational efficiency by cultivating relationship with internal/external vendors
- Respond to requests and questions about MCU operations including managing aspects of space/infrastructure planning including implementing preventative measures for potential issues

Phone: (204) 943-9111
Fax: (204) 942-3698
Email: LeadershipTeam@mediancu.mb.ca

303 Selkirk Avenue
Winnipeg, Manitoba
R2W 2L8

“Remembering the Past – Creating our Future”

What are we looking for:

- Grade 12 diploma with 5 years of relevant work experience
- Maintain the confidentiality of sensitive and private information
- Aptitude for problem-solving and thorough knowledge of HR procedure and policies
- Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability
- Proficiency in software tools including MS Office, and internet applications.
- Excellent verbal and written communication skills to liaise with members, employees, and cross functional teams.
- Strong Commitment to teamwork with the ability to work collaboratively in a team-based organization.
- Community focused, whether our own community or other communities.
- Effective organizational and time management skills.
- Ability to work under minimal supervision, within a highly regulated environment.
- Ability to establish and maintain cooperative working relationships with and between individuals from diverse cultures and backgrounds.

If you are interested:

Please email your resume and cover letter to LeadershipTeam@mediancu.mb.ca . We would like to thank all candidates interested, however only those selected for further considerations will be contacted for interviews.

We encourage First Nations, Métis, or Inuit to apply as Me-Dian Credit Union is dedicated to employing a diverse team to meet our member's needs!

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