

Position Title:	Human Resources Administrator	Competition No:	2025-34
Department:	Corporate Services	Close Date:	June 11, 2025, at 4:00pm

Position Details:

Salary Range: \$43,264.00 to 48,713.60

Hours of Work: 40 hours/week

Employment Type: Permanent

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of a **Human Resources Administrator**. Under the direction of the Manager of Human Resources, the Human Resources Administrator is responsible for the recruitment and onboarding, employee record keeping, and providing support to employees as needed.

Job Duties:

- Human Resources Administration
 - Interpret and maintain knowledge of the collective agreement in relation to labour relations and grievances.
 - Gather research to assist in the preparation of Human Resource policies and procedures.
 - Update the City job descriptions and organizational charts as instructed.
 - Provide confidential clerical services to internal clients by preparing confidential documents such as offer letters.
 - Ensure controlled access to all current and archived employee files.
 - Participate in the development of a human resources blueprint and implementation of the established initiatives.
 - Create, enhance, and update procedure manuals to keep current.
 - Maintain the uniform inventory.
 - Review training and conference expenses, boot and safety glasses allowances, individual and group memberships, following internal processes.
 - Enroll employees in training and development programs as requested by HR Generalist.
 - Assist with employee engagement activities such as departmental parties and celebrations.

2. Recruitment/Onboarding

- Support recruitment services to all departments by preparing job postings, participating in interviews, applicant testing, reference checks, and offer letters.
- Responsible for all new employee onboarding including but not limited to orientation, new employee paperwork, IT and building access requisitions, medicals and hearing tests, issuing uniforms, and ordering business card and ID cards.
- Provide support in the continued enhancement of the recruitment and onboarding programs.
- Maintain administration of applicant tracking and workflows in HRIS.
- Participate in recruitment activities such as career fairs.

3. Employee Offboarding

- Assist managers with the offboarding of employees, ensuring all separation paperwork is completed and notification provided to appropriate parties.
- Responsible for the collection of city property, ID tags, and uniforms.

4. Exceptional Citizen Service

- Ensure the efficient and effective provision of services to internal and external stakeholders.
- Provide a vibrant, safe, and healthy work environment, by researching all matters impacting upon the provision of services and to assist in the preparation of long range and short-term planning.
- Work with all City departments and personnel to support City initiatives.

5. Safety and Emergency Administration

- Responsible for conducting the safety and health orientation for all new hires.
- Support the Manager of Human Resources with the City Safety Program requirements.
- Ensure all safety procedures and respectful workplace standards are followed.
- Provide support services within the City of Selkirk Emergency Plan.

6. Provide backup to the HR Generalist, as required.

7. Perform other related duties as assigned.

Qualifications and Minimum Requirements:

Minimum qualifications shall include:

- Post-Secondary Certification in Human Resource Management or equivalent combination of education and relevant experience.
- Two (2) years administrative experience in an office setting.
- Competence with computer systems, including Microsoft Office and the ability to learn new technology as required.

- Ability to work effectively as part of a team.
- Knowledge of, and ability to administer corporate policies and procedures relating to human resources.
- Ability to communicate effectively and in user-friendly language, both orally and in writing. This includes the ability to understand verbal and written communication.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to maintain confidentiality at all times.

Desired qualifications:

- Experience in payroll and human resources software.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Full-Time Non-Union Permanent position. Applications will be accepted until **June 11, 2025, at 4:00 p.m.**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.