

Homestead Co-op Job Posting



Human Resources Advisor – Payroll and Benefits
Carman or Portage Administration Offices
Part Time – 32.5 hours per week
Deadline for applications January 6, 2021

Description:

Homestead Co-op is hiring a part time Human Resources Advisor for Payroll and Benefits. This position can be based out of either our Carman or Portage administration offices, depending on your location.

Who we are:

Co-op does business differently. As a co-operative, we believe in working together to serve Western Canada, delivering profits back to our communities and investing in sustainable growth. To learn more about who we are and how you can help bring our brand to life, visit us at www.homesteadco-op.crs

What you'll do:

Reporting to the HR Manager, your duties will include but are not limited to processing the bi-weekly payroll and associated reports, and administration of the Co-op benefits program, and the Employee Family Assistance Program (EFAP). Other duties include providing support for the Collective Bargaining Agreements, running reports using the Human Resource Information Systems, and compiling the company newsletter. This position will promote employee engagement and wellness, and provide exemplary leadership and advisory services to employees of Homestead Co-op.

Who you are:

You are looking for a career in Human Resources and:

- Have training or experience in Human Resource concepts
- Have excellent communication skills and the ability to problem solve.
- Have excellent organizational skills.
- Are highly motivated.
- Possess strong interpersonal skills.
- Are able to work varied hours on occasion when necessary.
- Are honest and trustworthy, results-orientated, and strive to be the best in what you do.

Core Competencies:

Proven abilities in the following competencies is considered an asset:

- 1. Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- 2. Manages Complexity** – Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- 3. Tech Savvy** – Anticipating and adopting innovations in business - building digital and technology applications.
- 4. Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Our Team Members receive competitive salaries, a comprehensive benefits package and an employer matched pension plan. We encourage our Team Members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and innovation. At Co-op, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve.

To apply please scan the QR code or go to our website at www.homesteadco-op.crs

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Sorry, we no longer accept paper/mailed applications.

We thank all candidates for their interest; however, only those selected to continue in the recruitment process will be contacted.