



297 Nelson Street W
P.O. Box 639
Virden, MB R0M 2C0
Phone: 1-866-887-3669
Email: careers@rfnow.com

Human Resource (HR) Manager

Job Summary:

The Human Resource (HR) Manager is a newly created position within our company to develop, implement and take forward the HR function within our rapidly growing company. The HR Manager will take the lead role in the development and administration of company policies, procedures and programs that will serve to cultivate an innovative human resource framework for the company. The HR Manager will be responsible for the management and execution of all HR programs including recruitment, hiring, performance management, training and development, employment standards, job evaluations and employee relations.

Supervisory Responsibilities:

- Recruits, interviews, hires, onboards and trains new staff.
- Leads and/or assists in providing constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Provides guidance and counselling to management when direction, advice or HR related involvement is required.

Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning within all departments.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring and onboarding of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Develops, implements and monitors HR strategies, policies and initiatives to be aligned with company objectives and practices.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; take the lead on employee investigations on major cases, grievances and violations.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Ensure the effective communication of new policies and/or modified policies to all concerned employees.
- Coordinates closely with payroll as it relates to employee record management, employee benefits, and compliance of federal and provincial regulations.
- Collaborates with the Health and Safety team, to coordinate and support the administration and deployment of health and safety programs to develop a strong culture and provide employees with a safe work environment.



297 Nelson Street W
P.O. Box 639
Virden, MB R0M 2C0
Phone: 1-866-887-3669
Email: careers@rfnow.com

- Co-ordinates and administers company's employee benefit plan.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with federal and provincial employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Passionate attitude towards working with people for favourable outcomes.
- Ability to mentor and/or coach individuals to improve skills and encourage employee engagement.
- Ability to prioritize tasks and to delegate when appropriate.
- Ability to focus and succeed in a fast-paced environment.
- Ability to take ownership of one's actions and responsibilities for quality of outcomes.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- A minimum of three years of human resource management experience preferred.
- Conflict resolution training would be considered an asset.
- Knowledge of the construction industry would also be considered an asset.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

How to Apply:

If interested, please forward resumé detailing your qualifications to careers@rfnow.com