Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Human Resources Department
LOCATION: Winnipeg, MB

Position: **Human Resources Generalist**
One (1) Full Time Permanent Position

Summary of Position:
Working in the Human Resources department, the Human Resources (HR) Generalist provides leadership and advisory services to assigned communities and departments. The work is wide-ranging from recruitment, training and development, benefit and pension, and performance management advising. The work requires knowledge of, and adherence to the Agency's policies and procedures, along with working knowledge of applicable legislation and an ability to effectively communicate with a diverse range of people. The work environment is fast-paced and requires the incumbent to use exceptional organizational skills to meet the demands of the job. Additionally, the incumbent must strictly follow confidentiality requirements and have the ability to work with competing priorities.

Qualifications*:*
- A diploma or degree in Human Resources preferred.
- 2+ years of related experience performing human resource tasks, or a combination of related experience and education.
- Superior written, interpersonal communication, and conflict resolution skills.
- Proficiency in the use of Microsoft Office (Excel, Word, Outlook) including Office 365 and Share Point.
- A valid driver's licence.
- Demonstrated understanding and respect for Indigenous culture.
- Ability to speak Cree or Dene is an asset.
- Knowledge of, or work experience in northern Manitoba communities is preferable.

Working Conditions:
- Large, fast-paced, child welfare agency, with offices throughout the province.
- Professional office environment.
- Access to confidential and sensitive information.
- Background checks must meet Agency minimal acceptable standards.
- Travel may be required.

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

Closing Date: Open Until Filled (OUF)

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2026-075 on your resume/cover letter and in the subject line of your email** in confidence to:

Awasis Agency Human Resources Department
Competition #2026-075
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.