



## HR Generalist

Manitoba Starch Products is the only manufacturer of food-grade potato starch in Canada. Our growing, state of the art processing facility is located near Carberry, MB, in the heart of Canada and surrounded by western Canadian potato production.

We are seeking an energetic, self-motivated HR Generalist to complement our team in this full-time role. The ideal candidate will be a confident self-starter with excellent interpersonal skills and a passion for delivering outstanding customer service.

The major duties of this role will include (but are not limited to):

- Leading the recruitment and onboarding process and coordinating training for all employees
- Employee relations and assisting managers with the performance management process
- Acting as administrator for the Health and Safety program and co-ordinate related training
- Updating company policy materials, reference materials, and HR documentation
- Processing biweekly payroll partnering with accounting to maintain accurate employee payroll data
- Updating staff changes, validating time off requests, and producing records of employment when required.
- Group benefits administration
- Other duties as assigned

The successful candidate will:

- Have a diploma or certificate in Human Resources Management with 2+ years HR experience
- Be a highly approachable personality with good listening skills
- Have excellent time management and organizational skills
- Have the ability to maintain a professional manner by using judgment, discretion and confidentiality
- Have the ability to deal with people sensitively, tactfully, and professionally at all times
- Be a team player who works well in a fast-paced environment
- Have strong attention to detail and problem-solving skills with the ability to multi-task and prioritize work
- Have payroll and benefits administration experience (experience with Payworks software is an asset)
- Have strong computer skills, including Word, Excel and Outlook
- Be able to communicate fluently in English, both written and verbally
- Be legally entitled to work in Canada (sponsorship is not available for this role)

We offer competitive wages, health benefits, a health spending account and an RRSP matching program.

Qualified candidates can apply by emailing a current resume and cover letter to the attention of Brent McMillan at [bmcmillan@manitobastarch.com](mailto:bmcmillan@manitobastarch.com) by July 31, 2018.

We thank all that apply. Only those applicants selected for an interview will be contacted. No phone calls please.