



Booth University College

Human Resources Generalist

Booth University College presents an opportunity for a Human Resources Generalist with the experience to advise and collaborate with management on Human Resources matters who is also energized at the prospect of hands-on responsibility over a wide spectrum of HR functions.

Essential Functions of the Job

Reporting to the Vice President Administration, The Human Resources Generalist is responsible for reviewing, updating and implementing effective Human Resources systems, for providing interpretation and advice to senior management on current employment trends, legislation, employee relations and other Human Resources issues, and for providing support and training to supervisors/managers on HR matters.

Key responsibilities include:

- Participate in maintaining and promoting a safety program and commitment to a safe and healthy work environment.
- Oversee the administration of Group Benefits and Registered Retirement Savings Plan
- Responsible for creation and administration of an effective compensation program
- Develop and review Human Resources policies for Senior Management approval; respond to inquiries on the interpretation and implementation of HR policies
- Responsible for developing framework to provide for effective employee onboarding, development, needs assessment and training
- Be a resource for employees and managers providing direction and advice on employee relations issues; address all employee relations issues in a professional and timely manner; conduct sensitive workplace investigations as required
- Manage the recruitment process for staff and management positions, provide support to the Academic Office in recruiting of faculty
- Responsible for proper maintenance of all HR records; Liaise with Payroll department in Territorial Headquarters
- Remain up to date with current legislation, trends and best practices related to HR; actively seek ways to improve HR processes

Key Skills and Requirements for the Job

- Post-secondary education in Human Resources; CHRP designation is an asset
- 5 years of Human Resources generalist experience

- Track record of successfully working with managers on employee relations issues
- Commitment to the mission of Booth University College and demonstrated ability to integrate Christian faith within the workplace
- Excellent communication skills; known as an approachable and widely-trusted professional
- A creative problem-solver who approaches situations in an open, objective and flexible manner
- Highly organized
- Proficient in Microsoft Office and HR database systems
- Satisfactory Criminal Record Check certificate
- Experience with/understanding of The Salvation Army and post-secondary education is an asset

To apply

Apply now to Marilyn Coupland, Human Resources Coordinator at boothuc_careers@boothuc.ca
Applications will be reviewed as received.

About Booth University College

Booth University College is an undergraduate Christian institution centrally located in Winnipeg. We are rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society and are committed to "Education for a Better World" as described in our mission statement:

William and Catherine Booth University College, rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.