



Opaskwayak Health Authority Beatrice Wilson Health Centre Job Posting

Opaskwayak Health Authority is seeking a qualified individual to fill the role of **Personnel Coordinator** in the **Human Resources** Department.

Job Summary

Reporting to the Human Resources Manager, the Personnel Coordinator is responsible for human resource administration, benefits administration, employee on-boarding & orientation, HR Software administration and training. The Personnel Coordinator works in a multidisciplinary team; follows OHA policies & procedures; develops high organizational competencies in client focus, teamwork, communications, quality of service delivery, quality of performance & cultural competencies based in the Seven Sacred Teachings; and may assist with other duties within the department.

Position Requirements:

- Certificate/Diploma – Human Resource Administration or similar
- Combination of relevant education & experience may be considered
- 2 years of experience as HR assistant/benefits administrator/personnel clerk
- Experience in training / group presentation delivery
- Knowledge of Canada Labor Code, Employment Standards, Labour Relations, Human Rights code, Respectful Workplace (required)
- Knowledge of First Nations community & culture (preferred)
- MS Office – Word, Excel, Outlook, PowerPoint
- Experience in a health care field (preferred)
- Satisfactory employment record including attendance at work

Closing Date: Open until filled.

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position / title, current place of employment, phone number & email).
- **Criminal record with vulnerable sector check** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. **Please note that only applicants selected for an interview will be contacted.**

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Human Resources
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com

Please mark all correspondence **“CONFIDENTIAL”**.

Please visit our website: www.beatricewilsonhealthcentre.ca for job postings.