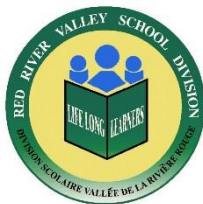


Red River Valley School Division



is currently accepting applications for the following position:

Human Resources (HR) Administrator

This is a full-time permanent position (37.5 hours/week)

We are looking for an efficient Human Resources (HR) Administrator to undertake a variety of HR administrative duties. You will facilitate daily HR functions such as staff recruitment, produce and submit reports on general HR activities and HRIS tracking.

The ideal candidate will have a broad knowledge of Human Resources processes and general administrative responsibilities. You will be able to work independently and efficiently to ensure the day-to-day running of HR tasks are completed. To succeed in this role you will have superior data entry skills, a keen attention to detail and broad office administration skills.

Preference will be given to candidates who possess:

- A post-secondary diploma in Human Resource Management (or willing to obtain)
- Experience working in a unionized work environment & Manitoba Employment Standards
- Outstanding communication and interpersonal skills
- Strong computer skills in e-mail, Word, Excel & HRIS systems
- Good organizational and time management skills

Successful candidates must:

- Be willing to help where help is needed
- Value diversity, equity and inclusion
- Be committed to lifelong learning

Application Instructions:

Please submit your application package outlining your experience and how you meet the qualifications which includes a cover letter, resume and three professional references for whom we have your permission to contact to:

Brad Curtis, Superintendent & CEO

Red River Valley School Division

P.O. Box 400

Morris, MB R0G 1K0

Email: bcurtis@rrvsd.ca

Deadline for applications: January 31, 2018

*We thank all for their interest however only those selected for an interview will be contacted.
Continued employment is subject to the satisfactory results of a Criminal Records Check
(including a vulnerable sector check) and Child Abuse Registry Check.*