

HUMAN RESOURCES MANAGER

RIVERS, MANITOBA

ABOUT SPRINGLAND MANUFACTURING

Founded in 1985 in Rivers, Manitoba, Springland Manufacturing is a family business focused on creating efficient and safe grain bin unloading systems. They first developed round-tube unloaders, then introduced the U-Trough Unloader for faster emptying of larger bins with minimal damage. Entering the commercial grain market in 1989, they launched the 6000 Series Commercial Sweep, with the Positive Drive advance system. The system was later upgraded to the 6025 Series and Zero-Entry design. They also innovated the Elevator Wheel for better sweep advancement over aeration floors. Today, Springland thrives with a dedicated team and extensive dealer network, selling across North America, Europe, Asia, Australia, and New Zealand.

ABOUT THE ROLE

Reporting to the owners, the Human Resources Manager will play a key role in enhancing Springland's human resources by planning, implementing, and evaluating employee relations and HR policies, programs, and practices. Responsibilities include updating job descriptions, managing recruitment programs, conducting training sessions, maintaining pay plans, ensuring legal compliance, overseeing employee benefits, and developing HR policies.

KEY RESPONSIBILITIES

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Preparing employees for assignments by establishing and conducting orientation and training programs.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions and reporting employee hours to Payworks.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
- Maintain employee benefit programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and provincial requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.

- Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Complete human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
- Contribute to team effort by accomplishing related results as needed.

SKILLS AND QUALIFICATIONS

- Post-Secondary Diploma/Bachelor's degree or equivalent work experience in Human Resources
- 3+ years' Human Resources experience
- Demonstrated time management and record-keeping skills
- Strong competency using all Microsoft Office (365) software
- Ability to multi-task and pivot priorities rapidly
- Works very well under pressure and tight deadlines
- Possess exceptional attention to detail
- Well-developed communication & interpersonal skills, both written and verbal
- Self-motivated and able to work with limited supervision
- Proven ability to function effectively in a team environment

This role will appeal to an individual with strong organizational and interpersonal skills and someone who aspires to be a respectable leader in managing employee relationships while implementing Human Resources best practices and industry standards. You will be a pivotal member who will oversee the Human Resources operations and be looked upon as the HR leader within the organization.

If you feel you have the demonstrated background and are an ambitious, solutions-driven team player we invite you to forward your resume to jenny.rowell@mnp.ca.

We thank all candidates for their interest however only those selected for an interview will be contacted. Please submit your application through MNP's official process and avoid making speculative approaches to Springland Manufacturing or its staff members, as such approaches will not support your application.