



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Office Manager, Human Resource Services

<b>Job ID</b>	<b>4B-A9-03-A8-44-1A</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4B-A9-03-A8-44-1A">https://careers.indigenous.link/viewjob?jobname=4B-A9-03-A8-44-1A</a>	
<b>Company</b>	Red River College	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2019-09-06	To: 2019-09-19
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Salary</b>	\$49,439 - 64,248 Per Annum	
<b>Languages</b>	English	

### Description

Human Resource Services is looking for a dynamic leader to support the administrative processes and procedures in a fast paced office environment. The Office Manager is responsible for creating, reviewing, coordinating and innovating processes for a complex operation that is responsible for the delivery of all human resource services. The incumbent is responsible for the orderly flow, control and processing of human resource information working regularly with sensitive and/or confidential information, responsible for the day to day human resource office operations, including logistics, and coordination of the competition and labour relations processes.

### Experience

#### REQUIRED QUALIFICATIONS

- Post-Secondary Certificate in Business, Administration or Management. An equivalent combination of education and experience may be considered
- Excellent organizational and time management skills with the ability to work with vast amounts of information and meet deadlines while working under pressure
- Demonstrated ability to provide elevated level of customer service and in developing and maintaining relationships with internal and external stakeholders based on clear communication, trust, respect and appreciation for others' needs and perspectives
- Excellent leadership skills with experience developing an administrative team in a large office environment
- Experience in the preparation, forecasting and monitoring of budget expenditures
- Effective conflict resolution, analytical and problem solving skills
- Excellent interpersonal communication skills
- Excellent written and verbal communication skills
- Proven ability to analyze and innovate administrative processes to improve overall efficiency and effectiveness to meet customers needs
- Extensive experience with Microsoft Word/Outlook/Excel/PowerPoint and other business applications
- Demonstrated ability to initiate and lead projects through to completion
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Work Environment

#### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

### How to Apply

Apply by email to: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)