



// Human Resources Assistant 1 Year Term Position

At Entegra, we understand that people - on both sides of the counter - are our most important asset. Our dedicated employees work together towards a common goal of providing an outstanding financial experience for our members. With four branch locations across Winnipeg and an online savings division, we are focused on making a positive difference in our members' lives.

The Position:

Reporting to the Human Resources Manager, the Human Resources Assistant is responsible for the administration of payroll and benefits and other HR administrative tasks to support to the HR Manager and HR Generalist in the following areas, including but not limited to:

- Recruitment - by placing job advertisements, conducting phone interviews on entry level roles, writing offer letters etc.
- Employee Correspondence - by preparing new employee packages, preparing various types of documents such as Maternity Leave/Return and employment verification letters; acting as first contact for staff with regards to all benefits and payroll questions and acting as the key contact with benefits providers such as CSS Pension and Canada Life.
- Documentation - by maintaining and updating all personnel files and ensuring employee vacation and sick time is recorded appropriately
- Maintaining internal training and performance management websites by updating user information etc.

The Person:

You are looking to further your career in a dynamic growing environment. You have a bachelor's degree/diploma with a focus on Human Resources and a minimum of 1 year of direct/indirect related work experience. You are technically proficient in both Windows and the Microsoft Office Suite. Experience managing payroll and benefits, and experience with using Payworks would be considered an asset. You bring a professional attitude, organization and a strong work ethic to this team environment.

A comprehensive benefits package is offered with this position, in addition to a competitive salary.

Those interested in applying are asked to submit a resume and cover letter by **Thursday, January 28, 2021** and referencing posting number **2021-02** to:

Entegra Credit Union
Human Resources Department
hr@entegra.ca

We thank all candidates for their interest; however, only those considered for an interview will be contacted.

We belong together.