



Human resources specialist (NOC 11200)

Description

Job title: Human resources specialist (NOC 11200)

Company name: Capital K Distillery

Business location: Unit 3 – 1680 Dublin Ave, Winnipeg, MB R3H 1A8

Terms of employment: Full-time, permanent

Salary: \$40-42/hr

Hours: 30 hours/week

Work location: Unit 3 – 1680 Dublin Ave, Winnipeg, MB R3H 1A8

Benefits: 10 days of paid vacation per year

Start date: As soon as possible.

About us:

Located in the heart of Winnipeg, Capital K Distillery was Manitoba's first family-owned and operated producer of handcrafted spirits. As a manufacturer and retailer of distilled spirits, we are committed to redefining urban distilling. Currently, we are seeking a skilled human resources specialist who will play a key role in supporting our company's HR function by overseeing daily operations related to recruitment, employee

Closing Date

December 31, 2025

Categories

Business, Finance and Administration

Employer

Capital K Distillery Inc.

Location

St. James-Assiniboia

Address

Unit 3 - 1680 Dublin Ave.
Winnipeg, R3H 1A8

Job Type

Permanent

Education Level

College

Wage

\$40.00 - \$42.00

relations, performance management, and compliance. We encourage individuals who meet our requirements to apply for this position and become part of our team.

Duties

- Design and implement human resources initiatives, guidelines and procedures that support organizational goals.
- Handle daily human resources functions and operations, including solving employee inquiries related to payroll, benefits, and workplace policies.
- Maintain accurate employee data and other records, leverage automation tools to streamline workflows, enhance reporting accuracy, and improve efficiency.
- Manage recruitment processes, including job postings, candidate screening, and interviews; facilitate onboarding programs to integrate new hires effectively.
- Assist in administering employee compensation plans and benefits programs and preparing accurate payroll documentation.
- Identify skill gaps and coordinate targeted training, development programs, and career pathing initiatives.
- Administer a performance appraisal system, guide evaluations, provide feedback, and set goals to drive high performance.
- Provide information and suggestions on labour relations practices to prevent and resolve disputes and other labour-related issues.
- Evaluate human resources practices, ensure compliance with labour laws and internal company policies, and recommend updates as needed.
- Communicate human resources policy changes, regulatory updates, and benefit

Email

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adjustments to employees and leadership, ensuring consistency and compliance.

Qualification

- At least 3 years of relevant experience in human resources is required.
- A minimum college diploma is required, preferably in human resource management, business administration, or a related field.
- Ability to handle multiple tasks with accuracy, ensuring human resource processes run smoothly and efficiently.
- Proactive, self-driven, highly motivated, and has excellent interpersonal and communication skills.
- Agile and analytical mindset with good problem-solving abilities.
- Proficient in Microsoft Office suites.