



## Human Resource Administrator (NOC 13110)

### Description

Winkler Meats Ltd.  
270 George Avenue  
Winkler, MB R6W 3M4  
Phone: 204-325-9593 Website: [www.winklermeats.ca](http://www.winklermeats.ca)  
GST 894362938 RT0001 DUNS 20-519-7163

Position: Human Resource Administrator (NOC 13110)  
Number of Positions: 2  
Wage Scale: Starting \$21.79  
Terms of Employment: Permanent Full-time (40 hour/week); includes varied shifts and hours with the potential of overtime and potential weekend shifts.  
Language at work: Required CLB 5 English  
Benefits: After 3 months of employment, employees are enrolled in a Group Benefit Package which includes: Health, Dental, Prescription Drugs (company pays); and life/disability insurance (employee pays). An additional health spending account is also given (company pays); 24/7 virtual health care provided; After 2 years of continuous employment, employees are eligible to enroll in a company matched RRSP/DPSP retirement plan.  
Vacation: 10 business days paid vacation after one (1) full year of work.  
Reports to: Director of Human Resources  
Purpose: Ensure accuracy with payroll, continuous improvement with employee relations & performance management & supporting the HR department.  
Experience level: Minimum 2 years experience which shows skills matching the duties and responsibilities, qualifications and shows ability to meet the expectations of the company as noted below.  
Education: Completion of secondary education in

### Closing Date

March 30, 2027

### Categories

Business, Finance  
and Administration

### Employer

Zaifman Law

### Location

Rural

### Address

270 George Avenue  
Winkler, R6W 3M4

### Job Type

Full-time

### Education Level

High School

### Wage

\$21.79 - \$21.79

relation to the field.

Contact Information: (email) [hr@winklermeats.ca](mailto:hr@winklermeats.ca)

Duties/Responsibilities:

- In person explaining policies and procedures to new employees and being able to answer questions regarding policies and procedures.
- Enter the new employees into software including benefits and updating all WM documents related to new employees
- Daily checking previous days punches of all departments
- Working with Lead Hands to ensure proper punches of all departments
- Reviewing pay period prior to sending to HR Manager for generating payroll
- Data Entry
- Preparing all documentation for employee reviews
- Ensuring Lead Hands and Plant Manager has reviews and has returned them within the correct timeframe
- Entering & Filing employee reviews, booking follow up review if necessary stated by Lead Hand
- File all appropriate documents to personnel file (reviews, disciplinary forms, WCB, RTW, Dr notes)
- Meeting deadlines and following through with tasks
- Attending and note taking meetings
- Create and lead employee engagement committee
- Event planning (Christmas, BBQ, donut days)
- Update policies and procedures with HR Manager and WM Managers
- Knowledge of Employment Standards and Human Rights Code

Qualifications & Expectations:

- Minimum 2 year experience
- Secondary Education
- Interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy
- Prior experience in payroll or accounting
- Communication skills- must speak/write/understand English
- Attention to detail with high accuracy rate
- Able to adapt to Canadian working conditions and culture

Working Conditions:

- Repetitive motion
- Sitting for long periods of time
- Comfortable going into the plant (handle seeing and being around blood and deceased animals)

## Email

[hr@winklermeats.ca](mailto:hr@winklermeats.ca)

