



**Opaskwayak Health Authority
Rod McGillivray Care Home
Job Posting
Human Resources/Payroll Clerk**

Rod McGillivray Memorial Care Home is seeking one (1) qualified individual to fill the role of **Human Resources/Payroll Clerk**.

Job Summary

Reporting to the Finance Manager, the HR/Payroll Clerk is responsible for completion of tasks as assigned in the areas of benefits administration, employee on-boarding and orientation, HR administration and payroll administration. The HR/Payroll Clerk works in a multidisciplinary team; follows OHA policies & procedures; develops high organizational competencies; and may assist with other duties within the department.

Position Requirements:

- Certificate - Human Resource Administration (required)
- Certificate – Payroll Administration (preferred)
- 1 year of experience in the Human Resources field or as a benefits administrator (required)
- 1 years of experience in finance (required)
- 1 years of experience in payroll (required)
- Experience in training/group presentation delivery
- MS Office – Word, Excel, Outlook, PowerPoint
- Satisfactory employment record including attendance at work

Closing Date: OPEN UNTIL FILLED

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) or contact information for same (include position/title, current place of employment, phone number & email)
- **Criminal Record Check with Vulnerable Sector** – no more than a year old (or proof of payment)
- **Adult Abuse Registry Check** - no more than a year old (or proof of payment)
- **Personal contact information** (phone & email)

Your application will not proceed to an interview without this information. Please note that only those selected for an interview will be contacted.

This is a preference competition: All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous applicants. Applicants are requested to self-declare at the time of application.

To apply please submit your application to:

Human Resources
Beatrice Wilson Health Centre
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com
Please mark all correspondence **“CONFIDENTIAL”**