



MANITOBA METIS FEDERATION INC.

RECRUITMENT OFFICER

October 9 2018

Posting #19-005-03

The Manitoba Métis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Recruitment Officer Position within our Finance and Human Resources Department located at 150 Henry Ave in Winnipeg, MB. The Recruitment Officer's primary duties will consist of achieving staffing objectives by recruiting and evaluating job candidates and make recommendations.

Job Duties/Competencies:

- Establishes recruiting requirements, including departmental requirements, position requirements, assisting with job descriptions, skills, qualifications and working within budgets
- Responsible for encompassing all employment activities from assessing the departments needs to recommending a successful applicant
- Well versed and knowledgeable with online and offline sourcing techniques, including building applicant sources by researching and contacting community services, educational institutes, employment agencies, media, and internet sites;
- Maintain organized databases with potential candidates;
- Determines applicant qualifications by interviewing applicants, analyzing responses and comparing to position requirements;
- Must have excellent communication and written skills to interact with internal and external partners and candidates and must be proficient in Microsoft Word, Excel, PowerPoint;
- Other duties as assigned

Skills and Qualifications:

- Excellent analytical, organizational skills; time-management skills with the ability to handle multiple open roles simultaneously;
- Knowledge of Metis culture and MMF programs and services is an definite asset
- Preferred Bachelor degree/certificate in Human Resources Management or equivalent;
- An equivalent combination of education and experience may be considered;
- Minimum of three (3) years' direct experience in recruiting;
- Valid Manitoba Driver's license and access to a reliable vehicle

Qualified applicants are encouraged to apply and self-identify on their cover letter.

Remuneration is based on education and experience. We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a matching pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Closing for this competition is **Tuesday October 23, 2018**. We thank all who apply; however, only qualified applicants will be contacted.

Please forward a cover letter (referencing posting number), resume, 3 references and salary expectations to:

MMF Finance & Human Resources Department,
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca
Fax to (204) 947-1816.

All our job postings can be found at: www.mmf.mb.ca.