

## True North Sports + Entertainment is looking for a motivated self-starter and creative problem-solver to join our team.

As part of the People & Culture (P&C) team, the **People & Culture Administrator** will provide support in all functional areas with an emphasis on administration. This entry-level position will gain meaningful experiences in a fast-paced work environment by supporting and improving traditional Human Resource functions. To be successful in this role, you will be a self-starter, naturally curious about improving processes, making recommendations, and excited about working on a variety of projects.

### What to be excited for in this role:

#### **HR Technology/Reporting**

- Maintain and organize confidential files, records, and databases to Human Resources.
- Provide administrative support for reporting needs.
- Responsible for creating and sending announcements for new employees, promotions, job postings and other miscellaneous communication.

#### **Recruitment & Onboarding**

- Develop and maintain job descriptions for postings on various recruitment platforms.
- Assist with screening candidate resumes and tracking details for hiring managers and P&C team members.
- Facilitate and coordinate pre-employment, onboarding, and orientation requirements, closely collaborating with stakeholders.

#### **Learning & Development**

- Provide administrative support in all facets of Learning & Development including tracking and reporting on learner data.
- Ensure employees are assigned the proper training modules; follow up when training is incomplete.
- Prepare reports when required.

#### **Other Administrative Duties**

- Assist with routine and non-routine human resource tasks; provide administrative support to members of the team.
- Ensure data integrity and support key processes.
- Act as a resource on current human resource trends and policies; understanding and working knowledge with legislation, employment standards, industry practice, etc.
- Be available and accessible to employee concerns and questions, provide guidance as appropriate.
- Assist True North's reception team as needed and/or scheduled.
- Other administrative duties as required.

### What we need from you:

- Graduate in a relevant diploma/certificate or degree in Administration or Human Resources.
- Ability to work with the utmost of discretion, confidentiality and trust, adhering to strong professional ethics.
- Excellent communication skills, both written and oral. Must be able to communicate effectively with dynamic personalities and stakeholders at all levels and have a customer-focused and positive attitude.
- Demonstrated ability managing and prioritizing multiple projects and competing deadlines; ability to take direction and is self-motivated.

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*We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.*

- Highly detail-oriented with a focus on quality, accuracy, and accountability; a dependable and reliable team member.
- Strong analytical and creative problem-solving skills; ability to anticipate issues before they escalate.
- Exceptional active listening and research skills with a determined and ambitious mindset.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and be adept at learning and adapting to new technologies and software as required.
- Ability to take initiative, be highly motivated, outgoing, and willing to learn new things.
- Flexible schedule – Must be able to work a limited number of evenings as necessary.
- Valid class five driver's license and access to vehicle (as duties may require to be conducted at other venues).

This position is ideal for graduating students who have a passion for administration and People & Culture seeking an entry-level position. If you are looking to expand your skillset and abilities, grow into your role, as well as make an impact in our community and that excites you, apply today!

### Why you should join us

We are True North! At True North Sports + Entertainment, we have developed a culture where our employees are engaged, challenged, and motivated. We are intentional in ensuring our employees personal values, match our organizational values of Team, Trust & Respect, Integrity, Excellence and Community.

Included as one of Manitoba's Top Employers since 2008, our work environment is dynamic and fast-paced, offering diverse opportunities that allow you to encounter a variety of situations and develop new skills.

We encourage you to apply even if your previous experience does not align perfectly with every qualification in the job description. You may be just the right person for this role, or other roles!

To apply for this position, please fill out the online application form by [clicking here](#). You will be asked to upload your cover letter and resume at the end of the form (combined into one document).

We are Venues | We are People | We are Community

### WE ARE TRUE NORTH

*Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, [hr@tnse.com](mailto:hr@tnse.com).*

*Closing date: **Friday, June 7<sup>th</sup> 2024***

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