



WHO WE ARE LOOKING FOR:

The Winnipeg Civic Employees' Benefits Program (WCEBP) is seeking a highly organized, detail-oriented Human Resources Analyst to join our team for a one-year term basis, with the possibility of extension. Reporting to the Director, People & Culture, this role provides administrative and coordination support across core human resources functions, including employee records management, policy administration, total rewards support, and employee engagement initiatives.

This opportunity is ideal for a people-focused HR professional who values accuracy, confidentiality, and collaboration, and who is looking to gain meaningful experience in a dynamic and purpose-driven organization.

OUR COMMITMENT TO YOU:

- We are a team of dedicated professionals striving to create one of Canada's best-managed pension plans.
- We offer opportunities for continuous learning and leadership growth.
- We support your well-being through comprehensive physical, mental, and financial wellness programs.
- We are committed to Diversity, Equity, and Inclusion, fostering a workplace where everyone thrives.

WHAT WE OFFER YOU:

- A competitive salary and benefits package that includes vision and dental coverage, extended health benefits, generous vacation allotment and a defined benefit pension plan.
- Flexible work hour options.
- Employee & Family Assistance Program (EFAP).
- Training and mentoring to support your career development with us.
- A growth trajectory that extends upward and outward, providing you with supplemental education and encouraging you to develop new skills.
- A strong work-life balance.

ABOUT THE WCEBP

With origins dating back more than 100 years, *The Winnipeg Civic Employees' Benefits Program* is comprised of a multi-employer pension plan with defined benefit components, and a long term disability plan. The City of Winnipeg and eight other employers participate in the *Program*. WCEBP also provides day-to-day administration services to the *Winnipeg Police Pension Plan*. Combined, WCEBP provides administration services to over 22,000 active and retired members and manages approximately \$10 billion in assets.

The *WCEBP* is committed to integrity, service excellence, and operating in the best interest of our Members. Our Vision is to be considered by Members and industry peers as one of the best-managed pension plan organizations in Canada.



WHAT YOU WILL DO:

Recruitment & Onboarding Support:

- Coordinate recruitment activities, including job postings, interview scheduling, candidate communications, and applicant tracking.
- Support pre-employment and onboarding processes by preparing documentation and coordinating orientation activities.
- Maintain accurate recruitment and onboarding records to support compliance, reporting, and smooth end-to-end processes.

HR Administration & Records Management:

- Provide day-to-day administrative support to the People & Culture team, including scheduling, document preparation, and meeting coordination.
- Prepare, maintain, and update employee records in accordance with records management standards, privacy legislation, and internal procedures.
- Draft, format, and maintain HR documentation and correspondence, including offer letters, internal communications, and reports.

Total Rewards, Programs & Engagement:

- Support benefits administration activities, including employee enrollments, changes, and responses to general inquiries.
- Assist with the coordination of employee wellness, engagement, recognition, and training initiatives, including facilitative support, communications and tracking participation.
- Participate in the planning and coordination of employee events and supporting the People & Culture committee initiatives that strengthen workplace culture.



Policy, Compliance & Communications:

- Assist in maintaining and distributing up-to-date HR policies and procedures, ensuring accessibility and clear communication to staff.
- Support internal HR communications and provide administrative support for HR-led projects and organizational change initiatives.

WHAT WE ARE LOOKING FOR?

- Post-secondary education in Human Resources, Business Administration, or a related field.
- Actively working towards achieving a CPHR designation.
- 1–2 years of experience in an HR support or administrative role.
- Working knowledge of basic HR practices and employment legislation.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with HRIS systems is an asset.
- Strong organizational skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- High level of discretion, professionalism, and attention to detail.

WHAT IS THE COMPENSATION?

\$60,000 – \$85,000 (based on qualifications and skills)

We thank all applicants, but only candidates selected for an interview will be contacted. Prior to starting employment with WCEBP, the selected candidate will be required to successfully complete a background check, which may include proof of education/qualifications and a criminal record check.

READY TO APPLY?

Please submit your cover letter and resume outlining your qualifications to WCEBP Human Resources via email to: sbuckley@winnipeg.ca.

