



6 - 1249 Clarence Ave. Winnipeg, MB R3T 1T4 Canada

Smartrend Manufacturing Group
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HUMAN RESOURCE COORDINATOR

WHO WE ARE

As one of Manitoba's fastest growing companies, Smartrend Manufacturing Group (SMG), Inc. through our various divisions, is increasing safety in the school bus industry and reducing emissions in the electric vehicle charge systems arena. We work on exciting, patented, innovative technology that impacts our environment. What has remained constant throughout this compelling history of growth is our dedication to our customers, our team members, and to the values on which we built SMG:

- **People** – our team is what makes us special
- **Passion** – from our hearts and minds, demonstrated through our actions
- **Priority** – we put the customer first, everyday, in everything we do
- **Partnership** – with each other, our customers, and our suppliers

We offer a competitive benefits package in an environment that is supportive, respectful, and fun! Join an innovative, growing, and diverse organization where your voice matters.

THE POSITION

Are you passionate about people? We are seeking a **Human Resource Coordinator** to be the driving force behind our team's growth, focusing on our most important asset - our PEOPLE! As an integral member of our organization, you will not only utilize your exceptional sourcing abilities to identify and attract top talent, but also undertake a diverse range of HR responsibilities to support our company's expansion. The ideal candidate will demonstrate a positive outlook, outstanding communication skills, and exceptional organizational capabilities. With a thirst for knowledge, you will bring a minimum of two years' experience in an HR Generalist role, coupled with the ability to devise innovative sourcing strategies to attract qualified applicants. As the primary point of contact for new recruits, you will showcase your impeccable interpersonal skills, leaving a lasting impression as the face of our company.

HOW YOU WILL BE MAKING AN IMPACT

- ✓ Collaborate with hiring managers to discern staffing needs and define candidate selection criteria.
- ✓ Utilize online platforms such as LinkedIn and professional networks to source and engage with potential candidates.
- ✓ Craft comprehensive job descriptions and tailored interview questions that accurately reflect position requirements.
- ✓ Spearhead recruitment efforts by organizing and participating in job fairs and industry-related events to cultivate a robust candidate pipeline.
- ✓ Maintain meticulous records of all recruitment materials, including interview notes and pertinent paperwork, to provide insights to key stakeholders.
- ✓ Support for payroll and timecard processes.
- ✓ Support onboarding processes for new hires, ensuring a seamless transition

People



Passion



Priority



Partnership



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- into the organization.
- ✓ Administer employee benefits programs and assist with inquiries related to compensation and benefits.
 - ✓ Provide guidance and support to employees on HR policies, procedures, and compliance matters.
 - ✓ Contribute to the development and implementation of HR initiatives, such as training and development programs, to enhance employee engagement and retention.





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WHAT SKILLS AND EXPERIENCE YOU REQUIRE

- ✓ Two or three years of experience in an HR Coordinator or similar role.
- ✓ Experience in full-cycle recruiting, using various interview techniques and evaluation methods.
- ✓ Proficiency with social media, applicant tracking systems, and professional networks.
- ✓ Proven experience using LinkedIn Talent Solutions to proactively identify and engage with potential candidates.
- ✓ Ability to document processes and stay abreast of industry trends.
- ✓ Outstanding interpersonal skills, with a knack for building rapport with diverse stakeholders and candidates.

THE BENEFITS OF BEING PART OF OUR TEAM

Share with us your passion and drive towards your career objectives, and we will provide an environment where your valuable contributions are rewarded and celebrated with professional growth and job satisfaction. We offer an attractive benefits package for our team members including:

- ✓ Group insurance plan with health spending account
- ✓ Paid Vacation
- ✓ Company paid shutdown from Christmas to New Years
- ✓ Matching RRSP program

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.

