



**BeeMaid**  
HONEY LIMITED

# Human Resources Manager

*Winnipeg MB, or Spruce Grove AB*

## About the Organization

We are more than 300 Western Canadian Beekeepers who take care of the honeybees and harvest their pure delicious honey. We are committed to providing the finest honey in every bottle we package to be enjoyed in households across the country and beyond. We have been doing it that way since the inception of our Co-ops in the 1930s and the formation of Bee Maid Honey Limited in 1954, ensuring consistent quality year after year, bottle after bottle. It is the reason why we proclaim "Proudly Owned by Canadian Beekeepers" on every bottle of BeeMaid Honey.

## The Opportunity

Reporting to the CEO, the HR Manager will play a key role in implementing the organization's mission to create long-term, sustainable value for its employees. Supporting the management team, the incumbent will be a key point of contact for all human resource matters. The HR Manager will be responsible for managing, performing, and coordinating a broad range of HR functions and programs including day-to-day HR operations, performance management, employee relations and recruiting for all three locations. *This position may be located in Winnipeg or Spruce Grove.*

## Key Responsibilities

- Oversee all HR-related company policies and procedures in adherence with all relevant government policies and employment laws and regulations.
- Maintain positive employee relations and communication between company and employees, driving initiatives to continually improve the work environment for all employees.
- Support ongoing corporate development by improving processes and systems to strengthen the workforce, enhance organizational effectiveness and promote positive workplace conditions.
- Provide guidance and support to managers in identifying staffing needs, creating job descriptions, hiring staff, and negotiating employment agreements and employee onboarding.
- Provides benefits administration support including employee enrollment and ongoing communication.
- Provide clear training and communications to all levels of staff regarding employee programs and any related changes, updating the employee handbook as required.
- Facilitate a total compensation review (every 3 years). Manage the classification of job titles and salary bands and provides recommendations to the senior management team.
- Manage annual performance review and annual increase matrix process.
- Manage the Rewards and Recognition program and participate on the company social committee.

## Selection Criteria

- Post-secondary education in Human Resources or related discipline. CPHR designation preferred.
- 7-10 years progressively responsible HR experience, ideally in processing or manufacturing sectors.
- Demonstrated experience and expertise in core HR competencies, coupled with strong business aptitude and the ability to contribute at a strategic level.
- Thorough knowledge of employment-related laws and regulations.
- Able to implement consistent HR programs, systems, and initiatives across a diverse workforce in multiple locations.
- Familiar with the design and implementation of full-cycle performance management programs.
- Strong collaborator, able to navigate all levels of the organization with confidence and empathy.
- Excellent interpersonal, counseling, and negotiation skills with the ability to mentor and build effective teams.
- Experience working with an HRIS/HRMS system and proficient in Microsoft Office Suite.
- Experience working in a fast-paced, ever-changing environment, managing multiple stakeholders and priorities.
- Some travel required.

**To apply in confidence or for information, contact [Barbara@harrisleadership.com](mailto:Barbara@harrisleadership.com) quoting project #23131.**  
**Applications should include a resume and cover letter highlighting how you meet the selection criteria.**