



HUMAN RESOURCES MANAGER

Location: Winnipeg, MB

Position Type: Full Time

Company Description:

Medicure Inc. is a specialty pharmaceutical Company engaged in the research, clinical development and commercialization of human therapeutics. The Company's primary focus is on the sale and marketing of its acute care cardiovascular drug, AGGRASTAT® (tirofiban hydrochloride) in the United States and its territories through its U.S. subsidiary, Medicure Pharma Inc.

Job Description:

The Human Resources Manager, reporting to the President & Chief Executive Officer, will be responsible for working with department leadership to facilitate human resources activities related to employee relations and engagement, labor relations, benefits, recruitment, onboarding, staffing, professional development, performance management and any other employee-orientated practice or program that will attract, motivate and retain talent.

Responsibilities:

- Provide HR policy guidance ensuring consistent and accurate policy interpretation.
- Implement and support company-wide programs, policies, and initiatives.
- Manage the delivery of HR services in the form of talent development, organizational effectiveness, employee relations, performance management and talent acquisition/retention.
- Communicate with employees in resolving conflicts and acting as a mediator in facilitating resolution.
- Manage the on-boarding and off-boarding of employees.
- Partner with management to anticipate and deliver new staff on a timely basis.
- Assist managers in defining job requirements and assessing candidates for key jobs.
- Manage the recruiting and interviewing processes; oversee final candidate selection.
- Ensure timely and accurate completion of appropriate paperwork required for employment.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees.
- Coordinate and introduce company benefit programs to new and existing employees.
- Ensure accuracy of personnel files and documentation.
- Conduct training needs assessments and participate in the selection or development of appropriate programs and monitoring of their success.
- Performing other duties as assigned/required.

Required Skills and Qualifications:

- Bachelor degree in relevant field.
 - Minimum 3 years of HR experience.
 - Experience and proficiency in functional components of HR including: employee engagement, talent development, organization design, employee relations, compensation, benefits, and recruitment.
 - Possess a solid working knowledge of HR laws and policies.
 - An independent self-starter with the ability to work effectively both alone and with cross-functional teams.
 - Ability to balance a fast-paced environment with multiple priorities and competing demands.
 - Strong interpersonal, written, and problem-solving skills.
 - Proficient in MS Office Suite.
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