

Title: HR Administrator

Location: Qualico Regional Office - One Dr. David Friesen Drive (Sage Creek), Winnipeg

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program, and employee discounts.

Job Overview

Reporting to the Manager, Compensation and Performance Management, as the **HR Administrator**, you will create and maintain various HR related documents, record keeping systems and ensure accuracy. You also support additional functional areas within the HR Shared Services team (recruitment, learning and talent development).

Your day-to-day responsibilities will include:

Compensation & Performance Management

- Creating, updating, organizing, and supporting the review of job descriptions and job evaluations, ensuring template and quality standards are upheld.
- Supporting the administration of annual programs.
- Maintaining internal compensation and job information databases.
- Completing compensation surveys as directed.
- Updating templates, guidelines, documents, and resources as directed.
- Creating data reports or metrics as requested.
- Supporting the development of various communications, presentations, and reports as directed.

HR Information Systems

- Maintaining document security role profile, Human Resources Information System (HRIS) security assignments and organizational configuration to ensure system users have appropriate access.
- Auditing system configuration and employee data to proactively identify and mitigate risks.
- Supporting data cleanup projects of HRIS processes, HR data maintenance protocols and HR/Payroll processes that use HR technologies.
- Participating in the creation, documentation and maintenance of HRIS training materials and process documents.
- Supporting the HRIS Team with deployment and test outcomes of new product implementation and system enhancements.

General

- Supporting general HR Shared Services initiatives and special projects as directed.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements:

- Post-secondary Diploma or Certificate in HR, Commerce, Business Administration or related field /equivalent work experience and training.
- Minimum 1 year of administrative and/or HR related experience or equivalent.
- Experience learning and using advanced excel features.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and HRIS software (ADP Workforce Now, Encompassing Visions).

Preferred Qualifications

- Previous experience, training, or skill relating to technical writing (creating instructions, guides, manuals, reports) is a strong asset.

What We Value

- Creating trusting and successful working relationships.
- Taking responsibility for the outcome of decisions and actions.
- Cooperating with team members in a supportive and respectful manner.
- Staying current with technical job skills.
- Setting clear, measurable and achievable goals.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: December 8, 2025

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