

The Downtown Winnipeg Business Improvement Zone (BIZ) Internship Position Description 2011

Downtown Winnipeg Biz is dedicated to making downtown Winnipeg the place to work, do business, live, shop and enjoy. The Biz accomplishes this through events, partnerships and programs. The Downtown BIZ is committed to the downtown community, providing programs that respond to member needs. Issues addressed include parking and transportation; social and safety; and the image of downtown. The Downtown Winnipeg Biz also promotes the city centre to regular downtown users, Winnipeggers in general, and tourists.

Duties:

- Update Workplace Safety and Health manuals and procedures with current legislation.
- Assist with the recruitment and selection process by screening applicants, pre-interview preparation, sitting in on interviews as well as conducting reference checks.
- Assist in prep for payroll administration.
- Research salary scales for Admin employees.
- Revise and write copy for various human resource documents, policy manuals, and other human resource materials.
- Develop or update training and orientation related documents.
- Assist with the management of personnel files through setting up new employee files, culling of files and updating work chronologies.

Skills:

- Able to work independently, accurately and under pressure with minimal supervision;
- Excellent written communication skills;
- Strong listening, interviewing, and verbal communications skills;
- Adapt to change and prepared for a fast-paced work environment;
- Strong level of proficiency with basic office software applications;
- Possess initiative along with strong observational and organizational skills;
- Prepared for a variety of tasks, both administrative and project-based in nature.

Selection Process:

You will be asked to demonstrate your ability through competency based interviewing.

Application Process:

Interested individuals should apply by submitting a resume through the Professional Studies Program area at the University Of Winnipeg Division Of Continuing Education.

Hours of Work: Monday to Friday 9:00a.m. – 4:00p.m.

Site Supervisor: Debra Tomiski
Human Resources Coordinator
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