



*Providing Peace of Mind
100 Years & Beyond*

Saskatchewan Mutual Insurance Company (SMI) is a federally registered mutual company built on a foundation of integrity, commitment and superior service. With customers across Alberta, Manitoba and Saskatchewan, written premiums of over \$45 million, as well as employee dedication and ongoing pursuit of excellence, SMI is consistently ranked as one of Saskatchewan's Top 100 Companies.

OFFICE / HUMAN RESOURCE MANAGER

SMI is currently seeking to fill a Office/Human Resource Manager position for a one year maternity leave contract. Reporting to the President & CEO, the successful candidate will have responsibilities in the areas of labour relations, recruitment, compensation and benefits, policy implementation, occupational health and safety as well as providing HR guidance and advice to Senior Executives. The candidate will also be responsible for controlling the day-to-day physical operations of the head office building and being involved with members of the senior management team on special projects as required.

The successful candidate will have a post secondary degree or diploma from a recognized business course with an emphasis on human resource management as well as a minimum one year related experience. Solid organizational, time-management, communication, negotiation, cooperation and interpersonal skills are essential. The successful candidate must have the ability to deal with confidential and sensitive information with discretion and tact.

This term position offers a competitive salary and comprehensive benefits package.

If interested in this opportunity, please submit a resume no later than Friday, January 27, 2012 to:

Pam Gaddess, B.Comm., CIP
Office/Human Resource Manager
Saskatchewan Mutual Insurance Company
279 3rd Avenue North
SASKATOON SK S7K 2H8
Confidential Fax: (306) 653-3542
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We thank all interested candidates, however, only those selected for an interview will be contacted.