

# JOB POSTING

Job Title: Recruitment Coordinator

Job Status: Permanent – Full Time

Wage: \$50,000 per annum

Signing Bonus: \$500 (\$200 on joining + \$300 after completing probation)

## Summary of Position:

If creating memories and being part of an exceptional guest experience appeals to you, you may be interested in joining the outstanding leadership team at Inn at Laurel Point. The Recruitment Coordinator is responsible for assisting the HR Leaders in the recruitment & selection of union positions.

## Responsibilities:

- Manages administrative responsibilities of the HR function; including preparing, processing, updating and maintaining a wide range of confidential documents and reports
- Actively assists in the recruitment & selection of union positions including job posting, attracting candidates, evaluating resumes, scheduling and conducting interviews, reference checks, managing the hiring paperwork, job offers, onboarding, and orientation
- Actively participates in career fairs and mock interviews acting as a liaison between potential candidates and ILP
- Manages the candidate referral program
- Ensures all job descriptions are current and up to date
- Ensures all necessary certifications and records are current and up to date
- Assists in planning and facilitating colleague events (distributing birthday cards, quarterly birthday lunches, monthly colleague recognition, Year End Gala, Summer BBQ)
- Oversees all colleague fundraising events
- Chairs the Colleague Recognition Committee
- Compliance with the collective agreement, BC Employment Standards Act and BC Human Rights code
- Any other general duties

## Qualifications:

- Previous Human Resources experience an asset
- Previous experience within the hospitality industry an asset
- A degree or diploma in Hospitality Management, or Human Resources, an asset
- Sound working knowledge of MS Office: Word, Excel, PowerPoint, and Outlook

- Excellent interpersonal skills and professional demeanor
- Passion for guest service
- Excellent written and verbal communication skills
- Proven public speaking skills
- Excellent time management skills
- Proven self-motivation and ability to work effectively with minimum supervision in a fast-paced environment
- Highly organized, results-oriented with the ability to be flexible and work well under pressure
- Must possess a high level of attention to detail and accuracy
- Previously trained new or existing team members
- Understands the importance of creating a fun and rewarding work environment
- Must be able to embrace the 4 core values of the Laurel Point Inn: Excellence, Respect, Curiosity and Stewardship

Reports To: Director of Human Resources

**Closing Date:** Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to [careers@laurelpoint.com](mailto:careers@laurelpoint.com). For more information, please visit our Careers page at [www.laurelpoint.com/careers](http://www.laurelpoint.com/careers)

What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package
- Colleague of the month recognition program
- Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- Aura waterfront restaurant + patio staff discount – 50%
- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one-night stay including breakfast for 2
- Friends & Family hotel discount (*so you can show off your amazing workplace*)
- Candidate referral bonus - \$500
- Industry discounts
- Workshops
- Cross-training opportunities
- Skill and advancement training programs
- Shower and locker facilities

Thank you for considering Inn at Laurel Point as your employer of choice!