

JOB POSTING

Job Title: Human Resources Manager

Job Status: Permanent, Full-Time

Start Wage: \$59,000.00

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 HR Manager is responsible for assisting the Director of Human Resources in managing core functions of the HR department, specifically overseeing health benefits and the Company's health & safety program. In addition, the HR Manager will assist Senior leadership with the sustainability program.

Responsibilities:

- Manages administrative responsibilities of the HR function; including preparing, processing, updating and maintaining a wide range of confidential documents
- Assists colleagues with payroll and benefits inquiries, practices and procedures. Processes payroll-related forms and extended health benefits enrolment
- Provides informed advice to leaders and union employees regarding conflict resolution, policies & procedures, performance management, disciplinary process, and collective agreement interpretation
- Chairs the Joint Occupational Health and Safety Committee
- Administers WorkSafeBC claims, including timely reporting, completion of forms, maintenance of WorkSafeBC binder, acting as contact person, and managing follow up
- Facilitates the delivery of various structured professional training sessions to leaders and colleagues, specifically health and safety related
- Compliance with the collective agreement, BC Employment Standards Act and BC Human Rights code
- Manages seniority tracking for all union colleagues
- Assists senior leadership with all Company sustainability initiatives. Completes annual reports, certifications etc.
- Assists the Chair of Sustainability with monthly goals and tracking
- Any other general duties

Qualifications:

- Previous Human Resources experience required
- Previous management experience within the hospitality industry an asset

- Proven ability to lead, coach and motivate colleagues with preferable experience in a unionized environment
- 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 demeanour
- 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. For more information, please visit our Careers page at 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

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- 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!