

JOB DESCRIPTION

HUMAN RESOURCES ADVISOR

JOB DESCRIPTION:

The Human Resources Advisor will assist the Human Resources department with acquiring new talent and support the team with employee relations.

RESPONSIBILITIES:

- Collaborate in the efficient and timely recruiting of employees following established policies and procedures
- Track applications from acceptance through final disposition and communicate status to interested parties as needed
- Follow up with all position requisitions and status of applications with candidates and department leaders
- Maintain and create job descriptions for internal and external postings
- Coordinate internal transfers
- Update HR communication boards
- Schedule uniform fitting with Housekeeping and request lockers
- Welcome and familiarize new associates with the property on first day
- Schedule new associates for Wall Centre Culture Training
- Ensure employee eligibility by monitoring work visa expiry dates
- Reference letters, confirmation of employment letters
- Manage WorkSafeBC claims and assist return to work
- Maintain associate files
- Track associate performance evaluations and reviews
- Promote and reinforce Wall Centre culture
- Assist, promote and attend associate events

QUALIFICATIONS:

- Diploma in Human Resources or equivalent experience and education
- CPHR Designation or working towards it
- Excellent guest service and interpersonal skills are required
- Three years Human Resources experience required
- Must be able to speak, read, write and understand English, a second language is an asset
- Must have strong communication skills, both verbal and written
- Must be able to exert a well-paced mobility to get to other departments in the hotel on a timely basis
- Must be able to lift up to 30 lbs. occasionally
- Must be familiar with typical office machines: fax, photocopier etc.
- Valid class 5 driver's license is required