



Harrison Hot Springs Resort is currently recruiting for the position of **Human Resources Coordinator**.

About our company:

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, Resort Golf Course and Resort Marina.

POSITION SUMMARY:

The Human Resources Coordinator is a key member of the Human Resources Department. The individual will coordinate recruitment initiatives, associate activities, and provide an exceptional on-boarding process for all new associates. Reporting to the Human Resources Manager, the Human Resources Coordinator provides support in all Human Resources functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accurately file and maintain all Human Resources files, confidential documents and databases digitally and paper – using company approved coding system.
- Update Human Resources policies.
- Screen, interview, and test applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Preparing job descriptions for all positions.
- Draft job postings and manage internal/external job postings.
- Track completion of criminal record checks when applicable.

- Draft offer letters and full new hire packages.
- Administration of the new hire packages including onboarding process and orientation planning.
- Enter new hire data in the payroll system, Avanti, and ongoing maintenance as required.
- Respond to employee queries related to the union collective agreements and Human Resources policies.
- Calculating employee pay, severance, payroll discrepancies, etc and maintaining all records.
- Perform payroll/benefit-related reconciliations, benefits audits and recommending any corrective action.
- Maintain records related to grievances, performance reviews, WorkSafe BC issues and corrective counselling documents.
- Perform file audits to ensure that all required employee documentation is collected and maintained.
- Completing termination paperwork and assisting with exit interviews.
- Adherence to company and legislated confidentiality and privacy regulations.
- Recruitment and retention ideas such as job fairs and rewards & recognition programs, etc.
- Internal entertainment, activities to strengthen teamwork and corporate culture.
- Be an active member of the Social Committee.
- Some travel may be required.
- Additional job related projects and duties as required.

EXPERIENCE AND QUALIFICATIONS:

- Minimum two years previous experience in a busy Human Resources position is required.
- High school diploma or equivalent is required.
- Post-secondary education in Human Resource Management is an asset.
- A combination of education/experience may be considered if directly relates to the position.
- CPHR designation is an asset.
- Hospitality experience is an asset.
- Previous experience working in as unionized environment required.
- Strong professional presentation skills.
- Excellent leadership skills.
- Exceptional attention to details.
- Strong team player.
- Strong interviewing skills.
- Excellent listening skills.
- Must be able to multi task and prioritize.
- Strong communication skills are a must.
- Superior communication skills (written and verbal) required.
- Competency in all Microsoft Office programs and HRIS programs (specifically Avanti, preferred).

- High data entry skills.
- Exceptional organizational skills specifically maintaining files.
- Previous experience in compensation and wage structures is an asset.
- Requires the ability to work with tight deadlines with little flexibility around time lines.
- Must be able to deal with stress resulting from the need to manage within legislative, budgetary and time constraints on a regular basis.
- Strong ability to prepare and present an orientation program for new staff members.
- Knowledge of payroll and benefits is a definite asset.
- Being multi lingual in both written and verbal would be an asset.
- First Aid Level 3 certification is an asset.
- Flexible to a periodic changing schedule.

Interested, qualified candidates are invited to submit their resume and cover letter to hshsr@harrisonresort.com or facsimile at 604-796-4712.

We thank all candidates in advance for your interest in our resort; however, only those qualified candidates will be contacted.

Check us out online at www.harrisonresort.com.

- **ONLY APPLICANTS LEGALLY ELIGIBLE TO WORK IN CANADA WILL BE CONSIDERED.**
- **FORIGN APPLICANTS MUST INCLUDE A COPY OF THEIR CANADIAN WORK PERMIT FOR THEIR APPLICATION TO BE CONSIDERED.**