



JOB DESCRIPTION

POSITION: Human Resources Coordinator

REPORTS TO: Human Resources Manager

DATE REVISED: February 2010

POSITION SUMMARY:

The Human Resources Coordinator (HRC) assists the Human Resources Manager in the daily operation of the Human Resources Office. Your overall responsibility is to perform a variety of tasks to assist in recruitment and selection efforts, positive employee relations, group benefits programs, health & safety, and other administration functions.

DUTIES & RESPONSIBILITIES:

- Administer all aspects of the Group Benefits program; determining employee eligibility, employee enrolment, plan termination, changes, and assisting employees with the preparation and processing of claims
- Assist in the recruitment process: maintaining and updating resume bank, posting vacancies, screening resumes and advising management of eligible candidates, interviewing, conducting reference checks, preparing new hire packages and conducting new employee sign-ups
- Assists in arranging internal and external training sessions
- Update and maintain various reports for the purpose of tracking of long service, probationary periods, sick time, annual reviews, turnover, training dates, etc.
- Notify managers of monthly reviews and track all completed reviews to ensure reviews are given in a timely manner.
- Prepares and maintains reports that are necessary to carry out the functions of the Human Resources department
- Facilitate the various hotel recognition programs
- Assists with the upkeep of employee manuals and ensures that information changes are communicated on a timely basis
- Active member of the Health & Safety committee and participate on Social Committee
- Assists the Human Resources Manager with all HR related initiatives and performs other duties as required.

QUALIFICATIONS AND JOB SPECIFICATIONS:

- Formal post-secondary education in the Human Resources field would be an asset
- 1 - 2 years experience in Human Resources with experience in recruitment
- Must understand complexities of Human Resources and have strong interpersonal skills
- Must be detail-oriented and able to work independently with little or no supervision
- Ability to manage multiple priorities and handle interruptions
- Must be able to handle situations with tact and diplomacy

Please submit cover letter and updated resume including details of qualifications and experience to:

Jacquelyn Bragdon
Human Resources Manager
Diamond Hotels Inc.
1 Johnson St.
Kingston, ON K7L 5H7
Email: jbragdon@diamondhotels.ca
Fax: 613-546-3167

Thank you to all who apply however only those candidates who are selected for an interview will be contacted.

Note: As a condition of employment, the successful candidate must provide a Criminal Background Check (current within 6 months of date of hire).