

Job Title: Human Resources Generalist

Position: Full-time

Experience Level: 3-5 years (Preferably with stand-alone role experience)

Industry Preference: Luxury Hospitality, Remote Boutique Hotel experience preferred.

Location: ON-SITE - Stratford, Ontario, Canada (relocation possible for the right candidate)

We are in search of a seasoned Human Resources Generalist to join our vibrant team. As an HR Generalist specializing in luxury hospitality, you will assume a pivotal role in shaping the employee's journey, actively contributing to talent acquisition, and fostering a positive workplace culture. This position is well-suited for individuals with a minimum of 3 to 5 years of HR experience, particularly in stand-alone roles, showcasing a robust background in international hiring and expertise in the creation and oversight of LMIA's.

We are looking for a dynamic and people-focused leader who will embrace the challenge of elevating The Bruce Hotel to become one of the Best Places to Work in Canada. As a considerate leader, you should be dedicated to self-improvement and continuous learning, adept at seamlessly transitioning between tasks independently. A self-driven and calm individual by nature, you should thrive in collaborative environments and be eager to take full ownership of your department. We seek a hands-on leader who is ready to make a significant impact on our organization. If you embody these qualities, we invite you to join our team and contribute to our journey of creating an exceptional workplace experience.

Responsibilities:

Administer Compensation and Benefit Plans:

- Manage and oversee compensation and benefits programs to ensure competitiveness and employee satisfaction.
- Process biweekly payroll and track vacation and sick days in our HRIS system to ensure accurate record-keeping.

Talent Acquisition and Recruitment:

- Manage the end-to-end recruitment process, from posting job advertisements to conducting interviews, with a strong focus on handling international hiring needs.
- Oversee recruitment across all departments, assisting with candidate shortlisting and conducting first-round interviews as necessary. Support managers in assessing staffing requirements and creating detailed job descriptions to ensure clarity around roles and responsibilities.
- Ensure reference checks are completed for all candidates during the recruitment process.
- Create employment contracts in line with Employment Standards and issue formal job offers to selected candidates.

Training and Support for Managers:

- Assist in training managers to ensure they are well-versed in The Bruce hiring process, including interview skills and candidate assessments.
- Provide ongoing support to ensure new managers are confident in recruiting, interviewing, and assessing candidates in line with the company's practices.

Employee Onboarding and Training:

- Conduct onboarding processes and organize training and development initiatives for employees.

HR Support and Conflict Resolution:

- Act as the main point of contact for employees' HR-related queries and resolve issues related to leaves, compensation, and other HR matters.
- Play an active role in disciplinary actions, providing guidance and support to management throughout the process to ensure it aligns with company policies and Employment Standards.

HR Program Promotion:

- Promote HR programs to create an efficient and conflict-free workplace.

HR Policy Development and Implementation:

- Assist in the development and implementation of human resource policies.

Performance Management:

- Undertake tasks related to performance management, including organizing quarterly and annual employee performance reviews.

Data Analysis:

- Gather and analyze data with useful HR metrics, such as time to hire and employee turnover rates.

Record Keeping:

- Maintain employee files and records in both electronic and paper form.

Employee Satisfaction Enhancement:

- Enhance job satisfaction by promptly resolving issues, introducing new perks and benefits, and organizing team-building activities.

Compliance:

- Ensure compliance with labour regulations.

Requirements and Skills:

Proven experience as an HR Generalist.

Understanding of general human resources policies and procedures.

Good knowledge of employment/labour laws.

Experience with LMIA process and Immigration rules and procedures

Outstanding knowledge of MS Office; HRIS systems (e.g., PUSH) will be a plus.

Excellent communication and people skills.

Aptitude in problem-solving.

Desire to work as a team with a results-driven approach.

A university degree or college diploma in human resources management or a related field, such as business administration, industrial relations, commerce or psychology or completion of a professional development program in human resources administration is required.

Additional HR training is considered a bonus.

Incentives: Competitive wages, Health Spend Account, Daily Staff Meal, Staff Discount, Friends and Family rate, outside training opportunities, room for growth.

If you are a seasoned HR professional with a passion for luxury hospitality and are ready to take on a diverse set of responsibilities, we invite you to apply. Relocation is possible for the right candidate who aligns with our values and brings the necessary expertise to enhance our HR operations. Join us in creating an exceptional workplace experience!