

Donalda Club



CAREER OPPORTUNITY

HUMAN RESOURCES ASSISTANT/ADMIN SUPPORT

PERMANENT FULL TIME WITH BENEFITS

Donalda Golf & Country Club, founded in 1960, is a prestigious year round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto and accessible by TTC.

Our Human Resources Manager is seeking a dedicated, member service oriented professional to join our **Human Resources team as a Human Resources Assistant/Admin Support**. This is a **permanent full time position with benefits**.

If you are passionate about hospitality and take pride in offering exceptional service, we would love to have you be a part of the Donalda team! Our staff members continue to aim higher and show they care about our members, guests and each other to ensure we achieve our goal of creating unforgettable service experiences.

So what's your passion? Please "Apply Online" and tell us how you can contribute to our team's success

Position Summary:

Reporting to the Human Resources Manager, the Human Resources Assistant/Admin Support plays an integral part of the dynamic team by providing a variety of administrative support in the areas of recruitment, onboarding, orientation, data entry and staff activities. The HR Assistant/Admin Support will also be responsible for assisting with various projects within the department including but not limited to HRIS data entry, report preparation and documentation management. Specific projects include supporting the Human Resources Manager with the review and updates of job descriptions, staff manuals, exit interview reporting, writing of staff correspondence and communication documents. Duties also include administrative duties supporting the office of the General Manager and will replace the HR Administrator during absences.

The incumbent is expected to have strong organizational, multitasking and time management skills, HRIS & Microsoft software skills with intermediate excel skills, accuracy and attention to detail and be able to meet deadlines. The incumbent must have excellent interpersonal and written communication skills to work in a team environment and maintain strict confidentiality.

Job Specifications and Minimum Qualifications Required

- Post-Secondary Degree, Diploma, or Post-Graduate Certificate in Human Resources or Human Resources Management or a related field required
- 1 year full time HR/related experience required
- CHRP (completed or in progress) is an asset
- Knowledge and the ability to use Human Resources Information Systems is an asset
- Basic understanding of HR principles, best practices, and employment legislation including ESA, OHSA, HRC, AODA, WSIA.
- Computer skills: Highly proficient in Microsoft Office and the use of the internet are required
- Working knowledge of Intermediate Excel is required
- Minimum typing speed: 40-45 WPM
- Strong multitasking skills
- Excellent accuracy, attention to detail and proofing skills
- Excellent verbal and written communication skills; ability to draft correspondence
- Strong interpersonal skills to work in a team environment
- Positive, flexible and outgoing disposition is essential
- Team player with a willingness and ability to learn; punctual; highly motivated, reliable with good judgment is a must.
- Positive, flexible and outgoing disposition is essential and possess a friendly demeanor with a “can do attitude”
- Professional, discreet, confidential with impeccable grooming
- Ability to maintain professional composure when dealing with emotional or confrontational circumstances.
- Ability to maintain confidentiality of sensitive information at all times, high level of integrity
- Core Work Schedule: – Monday to Friday (9:00/9:30/10:00 to 5:30/6:00/6:30 p.m.) subject to operational requirements and may fluctuate depending on the season ; flexible to work after hours and/or weekends for major Club events and other operational requirements to ensure member service and support the annual hiring season.

Contract Terms:

- Salaried position
- Annual bonus
- Benefits: Medical and Pension
- Complimentary duty meal
- Complimentary parking

Those individuals who are interested in applying, please complete the Online Application form on our website at www.donaldclub.ca . Please do not send resumes without completing the on line application form. No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process