



CAREER OPPORTUNITY

HUMAN RESOURCES ASSISTANT

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**. 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.

Please "Apply Online" and tell us how you can contribute to our team's success.

POSITION SUMMARY:

Reporting to the Human Resources Manager the position of Human Resources Assistant handles the administrative aspects of the employee life-cycle, e.g. new hires, reclassifications, internal transfers, leaves of absence, departures, etc. The HR Assistant is responsible for assisting with the completeness and accuracy of all employee records. This requires considerable work with databases, employee files and liaison with other members of the HR team in collecting, entering and maintaining employee information in the Human Resources Management System (HRIS), time reporting systems, and employee files. Administratively supports HR programs (e.g. attendance management, Info HR Vacation module, performance management, training and development, service awards, and compliance programs). Supports recruiting activities (e.g. posting employment opportunities, setting up interviews and putting in place required logistics, assisting with review and tracking of resumes, etc.). Supports HR projects as well as on-boarding and off-boarding processes and support with staff events/communication. Produces various standard management reports and responds to general HR inquiries.

DUTIES & RESPONSIBILITIES

➤ Recruitment Support

Support the HR Manager with recruitment activities which include but not limited to posting employment opportunities, downloading resumes and preparing interview files and putting in place required logistics, assisting with review and tracking of resumes, etc.)

➤ **HRIS Database & Record/Report Maintenance**

Responsible for entering all employee files/data into HRIS and ensure accuracy of the data and filing of documents into employee files. Assistance will be provided by the HR Specialist on an ongoing basis.

➤ **Admin Activities**

Assist with the organization of HR Orientation sessions, team building activities and staff events.

Responsible for the upkeep of the staff bulletin boards to keep them current. Assist with administrative duties and various HR projects as required and assigned by the HR Manager. Other administrative duties including but not limited to printing /filing of forms & documents/preparation of training materials/drafting correspondence, etc.

➤ **Will replace the Human Resources Specialist during absences.**

JOB SPECIFICATIONS AND MINIMUM QUALIFICATIONS REQUIRED

- Completion of a post-secondary education in Human Resources Management or related program is required.
- Completion or working towards the completion of CHRP is an asset
- **Minimum 1-2 years** of related Human Resources administrative experience is required.
- **Knowledge of HRIS with one (1) year of working experience** with HRIS systems is required.
- Knowledge and interest in human resources management fundamentals, principals and concepts.
- Some knowledge of relevant employment legislation (ESA, OHSA, Human Rights Code, etc.)
- Possess analytical and mathematical skills to deal with Data/Figures/Calculations/Analysis/ Projections.
- Highly Computer Literate – fully proficient in Microsoft office (Word, Power point), email and internet are essential; Advanced excel is required.
- Minimum typing speed – 45 words per minute with knowledge of keyboard typing skills is required.
- Knowledge of Jonas is an asset.
- Ability to read, analyze, and interpret various internal and external documents and reports.
- Ability to prioritize multiple complex assignments, and perform well in a fast-paced work environment
- Excellent verbal and written communication skills in English; ability to draft correspondence and prepare reports with a high level of accuracy is essential.
- Strong attention to detail and accuracy is required.
- Strong interpersonal skills and good understanding of the importance of Member service and able to communicate effectively with members, staff and suppliers are essential.

- Self-starter and eager to continue learning and developing professional expertise.
- 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.
- Possess a friendly demeanor with a “can do attitude
- Professional, discreet, confidential with an 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.
- Salaried full time with benefits
- 30 minute break for 8.5 hours daily

Those individuals, who are interested in applying, please complete the Online Application form on our website at www.donaldaclub.ca.

No telephone calls please.

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

Applicants who do not already have legal permission to work in Canada will not be considered.

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