



CAREER OPPORTUNITY

HUMAN RESOURCES SPECIALIST

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 Specialist**. 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:

The HR Specialist assists the HR Manager in all aspects of the daily operation of the Human Resources Office while having overall responsibility for certain areas of the Human Resources functions. The incumbent will be responsible to maintain the HRIS/Vacation system and its data management, prepares and maintains HR metrics/budgets/other reporting. In addition, the incumbent will support/conduct HR orientation programs as assigned by the HR Manager. The incumbent is expected to have exceptional interpersonal skills, efficiency in time management, attention to detail and accuracy and be able to consistently meet deadlines in a fast-paced work environment. The incumbent must also adhere to the confidential nature of the work involved and possess standards of integrity and self-discipline.

- Provide coordination and tracking for a range of Human Resource functions including but not limited to hiring, onboarding orientation, performance management documentation, training, vacation and leaves, health and safety, AODA, workplace violence & harassment and any other legislative training, service awards, bonuses, uniform requirements, exit interviews, team building activities and employee recognition programs.
- Assist with recruitment process including posting of job vacancies, scheduling and documenting interview schedules, facilitate testing of applicants and tracking interview & hiring statistics including coordination and attending job fairs.
- Assist in the preparation of department budgets and tracking of operating expenses/payroll
- Responsible for staff communication including the staff website
- Prepare and maintain all monthly HR Metrics/ budgets/ other reporting. Maintains Human Resources Information System records and compiles reports from database.
- Coach and train HR Support staff.
- Assist with developing and maintaining staff manuals, company policies and HR training manuals.

JOB SPECIFICATIONS/ QUALIFICATIONS REQUIRED:

- Post-secondary degree/diploma with concentration in Business/Human Resources
- Completion or expected completion of CHRP or CHRL
- Minimum **(5)** years of human resources experience required preferably in a hospitality oriented environment.
- A working knowledge of Canadian & Provincial employment & labour law is mandatory.
- 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
- Strong leadership, interpersonal and relationship building skills are essential.
- Excellent business understanding, problem-solving and business intuition.
- Highly Proficient in Microsoft Word, Advanced Excel, PowerPoint, required; Adobe Creative Suite & HTML is an asset and preferred.
- Minimum (2) years HRIS database experience and HR metrics/reporting required; Jonas is an asset.
- Possess analytical and mathematical skills to deal with Data/Figures/Calculations/Analysis/Projections.
- Advanced communication skills, verbal and written
- Ability to maintain professional composure when dealing with emotional or confrontational circumstances.
- Team player with strong attention to detail.
- Professional, discreet, confidential and trustworthy with impeccable grooming.
- Excellent judgement, analysis and issue assessment skills
- Core Work Schedule – Monday to Friday which is subject to operational requirements and may fluctuate depending on the season; flexible to work after hours and/or occasional weekends.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Post-secondary degree/diploma with concentration in Business/Human Resources

Contract Terms:

- Complimentary duty meals
- Complimentary parking
- Medical and Pension

Those individuals who are interested in applying, please complete the Online Application form on our website at www.donaldaclub.ca . Please do not send resumes without completing the online 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