



## HUMAN RESOURCES ASSISTANT

### PERMANENT FULL TIME

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 caring and attentive staff members are focused on providing authentic hospitality and meaningful experiences to each and every member and guest. Our Club is a place where high expectations aren't just met, they are exceeded by making our members and guests feel special.

We are seeking a dedicated, member service oriented professional to join our **Human Resources team as a Human Resources Assistant**. This is a permanent full-time hourly position.

Whether you are looking for career opportunities, job enrichment or a supportive work environment; and if you are ready for this challenge, then we are ready for you. 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 assists the Human Resources Manager with various administrative aspects of the daily operation of the Human Resources Office along with other team members.

The incumbent's main responsibility is, but not limited to, supporting 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/training reports from HRIS/training modules.

Assists 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), and employee files. The incumbent must possess advanced Excel skills (macros and pivot tables) and working experience with spreadsheets and possess analytical and mathematical skills.

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. Must also adhere to the confidential nature of the work involved and possess standards of integrity and self-discipline with excellent interpersonal skills.

### **Job Specifications and Minimum Qualifications Required**

- Completion of a post-secondary education in Human Resources Management or related program is required.
- Minimum 1 of year of related Human Resources/related administrative experience is required; 2 years preferred
- Knowledge of HRIS with one (1) year of working experience with HRIS systems is an asset and preferred
- Basic knowledge and interest in human resources management fundamentals, principals and concepts required.
- Some knowledge of relevant employment legislation (ESA, OHS, Human Rights Code, etc.) preferred
- 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; working knowledge of pivot tables and macros
- Minimum typing speed – 40-45 words per minute with knowledge of keyboard typing skills is required.
- 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 and appearance to be the face of the Club is a must.
- 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
- Ability to work days, evenings and weekends subject to operational requirements which may fluctuate
- Hourly full time with benefits
- 30-minute break for 8.5 hours daily

## **CONTRACT TERMS**

- Hourly Wage
- Medical/Pension benefits
- Complimentary Staff Meals
- 40-hour work week
- Complimentary parking

Those individuals, who are interested in applying, please complete the Online Application form on our website at [www.donaldclub.ca](http://www.donaldclub.ca). Please do not send resumes without applying on our website.

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*