

Donalda Club



HUMAN RESOURCES ASSISTANT

PERMANENT FULL TIME HOURLY WITH BENEFITS

Who are we?

Donalda Golf & Country Club, founded in 1960, is a prestigious year-round private country 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 are not 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 a career opportunity, job enrichment or a supportive work environment, and if you are ready for a challenge, then we are ready for you! Please apply online and share how you can contribute to our team's success.

An overview of what you will do:

As a **Human Resources Assistant** reporting to the **Human Resources Manager** you will assist with various administrative aspects of daily operation with other team members.

You will provide administrative support by posting employment opportunities and putting in place required logistics. You will assist with on-boarding and off-boarding processes and maintain the completeness and accuracy of all employee records. This requires considerable work with databases: collecting, entering, and maintaining employee information in the Human Resources Information System (HRIS), employee files, and various training modules. You must be proficient in the use of Microsoft Excel, possess working experience with spreadsheets, and have analytical and mathematical skills to produce various standard management and training reports from HRIS and training modules. You will assist in organizing HR orientation, training sessions and staff events. You will maintain the organization and updating of office files and perform other various administrative duties.

You are expected to have exceptional interpersonal skills, efficient time management, attention to detail and accuracy and the ability to consistently meet deadlines in a fast-paced work environment. You must also adhere to the confidential nature of the work involved and possess high standards of integrity and self-discipline.

What you will need

Qualifications

- Completion of post-secondary education in Human Resources Management or a related program is required.
- Minimum of two (2) years of related Human Resources, or related administrative experience is required; 3-4 years of experience is preferred.
- Knowledge of HRIS with one (1) year of working experience with HRIS is an asset and is preferred.
- Basic knowledge and interest in human resources management fundamentals, principals and concepts is required.
- Some knowledge of relevant employment legislation (ESA, OHSA, Human Rights Code, etc.) is preferred.
- Possession of analytical and mathematical skills to deal with data, figures, calculations, analysis and/or projections.
- High level of Computer Literacy – full proficiency in Microsoft Office (Word, Power Point), email and internet are essential; advanced proficiency in excel is required with solid working experience.
- Minimum typing speed is 40-45 words per minute and a knowledge of keyboarding 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.
- Flexible team player.

What we offer

- Competitive Hourly Wage
- Medical/Pension benefits

- Complimentary staff meals
- Complimentary parking
- Weekdays and weekends
- NOT a remote working position

Those individuals who are interested in applying, please complete the Online Application form on our website at www.donaldaclub.ca. Please do not send us your resume without first 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