

Human Resources Generalist

Role Summary

The Human Resources Generalist plays an integral role within the human resources department's effective operation. Reporting to the Director of Human Resources, this position provides support to the department and resort associates. Areas of responsibility include recruitment and onboarding, training and benefits.

Accountabilities

- Responsible for providing support and assistance to associates with all requests and/or information
- Provides administrative support to the Director of Human Resources
- Liaise and coordinate with universities and colleges to promote our employment opportunities
- Responsible for promoting and tracking the associate referral program
- Assist with creating the yearly recruitment strategy for the resort
- Follow industry trends and research new initiatives
- Assist with posting job descriptions, tracking candidate applications, screening interviews and maintaining recruitment database
- Completes Human Resources interviews with candidates
- Coordinate arrival experience for all new hires including housing newsletter, housing placement, transportation communication, payroll sign off and deposit collection
- Prepare all onboarding aspects of new hires including arrival communication, offer letter and new hire paperwork
- Responsible for conducting orientation and for planning, scheduling and facilitating JW Symphony of Service training Act II and Act III along with certified new hire trainer program
- Mark training tests and assist with tracking associate training acknowledgement forms
- Participate in the Health and Safety program including monthly meetings and adherence to H&S policies
- Assist with ordering products and stationary for department
- Assist with associate recognition program and engagement activities
- Strong advocate and educator in areas such as the group benefit program and RRSP program
- Track eligibility and enroll associates in the group benefit program and RRSPs
- Administers the eligibility periods and notifications for enrollment in group benefits
- Responsible for managing short term disability claims and WSIB with associates and provider including submission, return to work offers and plans and ongoing communication
- Spearhead the return to work program including leadership training
- Promotes the employee assistance program to all associates and organizes yearly training
- Files all general documents and correspondence and ensures the confidentiality in all matters relating to the Human Resources department
- Maintains relationships with service partners



- Practices discretion and confidentiality of associate information according to privacy and employment legislations
- Champions our CMN and SickKids fundraising initiatives including jeans day, week of giving and golf tournament
- Welcome and acknowledge each and every guest with a smile, eye contact and a friendly verbal greeting using the guests' names when possible
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

Requirements

- Minimum 2 years of previous human resources experience including recruitment, training and health and safety
- Post-secondary degree, certificate, diploma, or certification in human resources management
- CHRP designation or working towards completion
- Previous resort experience an asset
- Working knowledge of the Employment Standards Act in Ontario
- Total commitment to discretion and tact in dealing with confidential material and information
- Ability to demonstrate compassion and assertiveness in managing sensitive associate situations

Working Conditions

- Stand, sit or walk for an extended period of time or for an entire shift
- Must be able to work flexible hours