

Recruitment Coordinator

Role Summary

The Recruitment Coordinator is responsible for full cycle recruitment of both internal and external candidates. The Recruitment Coordinator must possess strong interpersonal skills and have a passion for talent marketing and managing positive employee relationships. Reporting to the Director of Human Resources this position is responsible for attracting and retaining talent and managing the Company's recruitment process. The Recruitment Coordinator processes and assists in the delivery of various Human Resources programs and initiatives to enable the achievement of individual, team and organizational goals.

Accountabilities

- Assist with creating the yearly recruitment strategy for the resort
- Print resumes daily and potentialize applications against open positions
- Complete and post job descriptions, track candidate applications and maintain recruitment database
- Conduct screening interviews and complete human resources interviews with entry level candidates
- Coordinate interviews with the Director of Human Resources and liaise with leaders to book department interviews where applicable
- Complete conditional offers with candidates and coordinate background checks and references
- Responsible for offering candidates, completing offer letters and sending new hire paperwork
- Accountable for drafting announcements for hiring managers
- Coordinate all internal recruitment processes including job postings and internal transfers, ensuring all applicable standards in hiring are met
- Audit monthly billing for background and reference checks
- Research and recommend external recruitment advertising strategy and establish and maintain an appropriate network of recruitment and community partners
- Be the point of contact for recruitment vendors, external agencies, employment services, local colleges and universities
- Plan and coordinate various recruitment events including offsite career fairs, information sessions local colleges and university visits
- Advertise vacancies through sources including website, internet posting, social media and print
- Create recruitment social media strategy and brand ambassador program
- Responsible for maintaining the company careers website page
- Responsible for promoting and tracking the associate referral program
- Send weekly recruitment update to General Manager and Director of Human Resources
- Provide administrative support to the Director of Human Resources
- Liaise and coordinate with universities and colleges to promote employment opportunities
- Follow industry trends and research new recruitment initiatives
- Keep current with all applicable laws and regulations
- Champion our CMN and Sick Kids fundraising initiatives including jeans day, week of giving and golf tournament

- Assist with training and development where applicable
- Practice discretion and confidentiality of associate information according to privacy and employment legislations
- 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 human resources experience in recruitment
- 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

Working Conditions

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

JW Marriott The Rosseau Muskoka Resort & Spa is an equal opportunity employer committed to hiring a diverse workforce. Upon request by the applicant, accommodation options will be available in the local area.