

## **Human Resources Administrator**

### **Role Overview:**

The Human Resources Administrator is responsible for administrative duties to facilitate recruitment, onboarding, payroll and compliance, ensuring smooth and efficient cooperation between the HR department and Arctos & Bird businesses. They deliver consistent, highly accurate support in alignment with our brand and company culture.

**Reports directly to:** Human Resource & Compensation Specialist

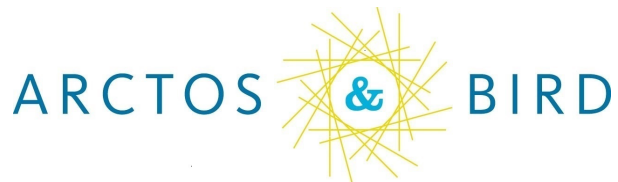
### **Primary Responsibilities**

- Help to ensure organization wide compliance with policies, procedures and applicable regulations.
- Responsible for new hire administration, including check-in with new employees.
- Follow-up with managers and staff to ensure all HR and Payroll forms are complete in a timely manner.
- Responsible for job postings and to support managers in recruitment efforts.
- Attend job fairs.
- Submit WCB injury claims and investigation.
- Assist in ensuring all businesses are compliant in OH&S regulations and lead the OH&S committee.
- Assist with regular research and compliance initiatives regarding Human Resources issues.
- Organize and maintain employee records and files in their proper locations.
- Organize and support in the delivery of staff events and incentives.
- Assist with employee orientation and training.
- Support managers and staff with Human Resource related issues.
- Ensure that staff housing tenants adhere to set policies and procedures; formulate strategies and tactics to mitigate violations
- Maintain rent, damage deposit and cost of damages collection records for payroll deductions.
- Create and maintain staff accommodation documents
- Process payroll when required.
- Perform other duties as assigned.

### **Required Knowledge, Skills and Abilities**

#### Education and Experience

- Post secondary degree or diploma in Human Resources or related field an asset
- CHRP designation, or working towards, an asset.



- PCP certification an asset.
- Minimum 2 years' experience in the hospitality industry or in a Human Resources role.
- Minimum 2 years' experience in an administrative role.

#### Competencies and Skills

- Strong knowledge of current employment law and payroll compliance.
- Excellent problem solving skills.
- Computer literacy, including effective working knowledge of MS Word, Excel, PowerPoint and e-mail required.
- Politically and culturally sensitive.
- Effective communication with individuals at all levels of the organization.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong morals and ethics, along with a commitment to staff privacy.
- Strong attention to detail.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

#### **Professional Conduct**

- Work collaboratively and collegially with A&B business managers, accounting, administration and operational teams.
- Hold personal and professional conduct to levels defined as appropriate by A&B standards.
- Treat others within the organization with respect at all times.