



## DEERHURST *Resort*

### CAREER OPPORTUNITY

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We are “the best place to experience everything Muskoka has to offer”. We are looking for the right people to join our team who are dynamic, caring, and enjoy servicing the needs of others. If you love working in a fast pace environment and have the ability to effectively adapt to change, we would like to hear from you!

### **ASSISTANT DIRECTOR OF HUMAN RESOURCES**

#### **Position Summary**

The Assistant Director of Human Resources assists with a variety of Human Resource functions focusing primarily on recruitment and selection. He or she will take a lead to supporting the culture and will represent the Human Resources Director in her absence.

The successful candidate will be an excellent communicator and a team player with a background in Human Resources management. He or she will have fair, firm, consistent, caring and ethical personality traits. His or her excellent nature and ability to work in a progressive and dynamic environment sets them apart from the rest.

#### **Duties & Responsibilities**

- Overall responsibility for the Resort’s recruitment and selection process. In conjunction with the operating departments, developing and implementing the annual recruitment plan to successfully attract, recruit and select year round and seasonal employees in a cost effective manner.
- Ensures recruitment and selection policies and guidelines are followed, aiming to continuously improve the process.
- Builds relationships and liaises with post secondary schools both nationally and internationally to build our reputation as the ‘Employer of Choice’
- Oversees the process for internal promotions and career development.
- Provides guidance for fair, firm, consistent, caring application and adherence of performance management
- Supports and makes recommendations for employee relations programs
- Reviews, revises, and facilitates Resort and Human Resources departmental orientation
- Provides information and support in the administration of policies and procedures.
- Acts as a resource for employees at all levels with employment related matters.

#### **Skills, Abilities & Attributes**

- Able to approach all encounters in a friendly, service-oriented manner
- Effective at listening to, understanding, and clarifying the concerns and issues raised by others
- Able to convey information and ideas clearly
- Has strong interpersonal skills
- Able to evaluate and select among alternative courses of action quickly and accurately.
- Is computer literate (Word, Excel, PowerPoint, Databases, Internet, Outlook, etc.)
- Has the ability to work under minimal supervision and set appropriate priority deadlines
- Possesses coaching skills and is able to influence team members towards company goals and ensures stakeholders are considered in all decision-making
- Able to adapt in a fast pace, constant changing environment within a dynamic work schedule
- Able to maintain composure and objectivity
- Able to identify problems and make recommendations for improvements
- Able to handle problems in the workplace, including anticipating, preventing, identifying and solving problems as necessary

#### **Education & Experience**

- Completion of post secondary education or equivalent industry experience
- 3 - 5 years progressive Human Resources experience
- Knowledge of Federal and Provincial laws with respect to employment an asset
- CHRP designation or Human Resources Management Diploma and/or Hotel/Hospitality background an asset

#### **I Easy Way to Apply!**

- [www.deerhurstresort.com/careers](http://www.deerhurstresort.com/careers)