

WorkBC Employment Services – Job Posting

HUMAN RESOURCES & TALENT COORDINATOR OR MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Part Time;#
Availability Requirements	;#Schedule requires flexibility and availability to work during 'office hours' around 3 mornings a week.;#
Level / Salary Range	Competitive wage starting in the range of \$18 – \$20*/hour
Years of Experience	1-2 years
Position Area	Management
Date Job Posted	10/25/2018 12:00:00 AM
Application Deadline	11/25/2018 12:00:00 AM
Contact Name	Jacki Bassillion
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	www.whistler-jobs.com/job/human-resources-coordinator/ Applications received via email will be redirected to the website
Job Description	<p>Whistler Personnel is still growing quickly and looking for another fabulous new addition to our team.</p> <p>Our Human Resources & Talent Coordinator role is ideal for someone who enjoys a variety of HR, events, marketing and administrative tasks and likes the idea of a super flexible schedule including opportunities to work from home.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> - Assisting with the screening, hiring and scheduling for permanent career positions and our temporary workers for weekly jobs and big events. - Working with our clients to find a perfect candidate to match their business needs. - Recruiting, screening, interviewing, skill testing and evaluating candidates. - Posting creative, eye-catching job postings to social media and countless job boards. - Creative social media marketing for some of our clients.

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	<ul style="list-style-type: none"> - Client and candidate communications (lots of emails and phone calls!) - Lots of administrative duties including database updates, client newsletters and job alerts. - Contributing ideas and recommending process improvements to make the business more effective and efficient for our clients and candidates. <p><i>Culinary Division Manager</i></p> <ul style="list-style-type: none"> - Manages our very busy Culinary Division. - Recruits and places full time and temporary candidates for all food and beverage positions from dishwashers to chefs to Directors of F&B. - Works closely with our recruiters to build and maintain a robust database of culinary candidates and temporary workforce. - Maintains strong direct relationships and communications with our culinary clients and deeply understands their needs. - Occasionally steps in to work one temporary shifts with new clients to get a first-hand look at their operations. - Assists with the building of the Culinary Division client base. <p><i>Trades Division Manager</i></p> <ul style="list-style-type: none"> - Manages our very busy Trades Division. - Recruits and places full time and temporary candidates for all construction and skilled trade related positions from apprentices to journeymen to project managers. - Works closely with our recruiters to build and maintain a robust database of trades candidates and temporary workforce. - Maintains strong direct relationships and communications with our construction and trades clients and deeply understands their needs - Occasionally steps in to work one temporary shift with new clients to get a first-hand look at their operations. - Assists with the building of the Culinary Division client base.
Accessibility	

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<p>Desired Qualifications and Experience</p>	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - Excellent communication and people skills (hint: this is the most important qualification!) - At least 2 years in an admin, marketing or human resources role. - People management skills and experience are essential. - Prior supervisory experience in hotels, restaurants or construction an asset. - Experience coordinating teams and events is very beneficial - Has an entrepreneurial spirit and lots of good ideas - Demonstrated social media and marketing talents - Not afraid of the ‘cold call’ and picking up the phone to talk to people (candidates, employers, references etc) - Experienced with Google Docs, MS Office and comfortable learning new software programs (computer savvy). - Has own computer with MS Office, cell phone and comfortable home work space. - Very detailed oriented and grammatically correct in written correspondence (can catch our spelling mistakes for us!) - Enjoys working independently, a good prioritizer and self-starter <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Part-time to start with lots of full-time potential down the road (we are growing quickly). Roughly 18-24 hours per week (flexible). - The role and the successful candidate will grow alongside Whistler Personnel (more hours, increasing responsibilities). - Ongoing training and coaching will be provided. - Opportunity to head up either our Trades or Culinary Divisions if it fits with past experiences. - Additional work as a temp for WPS clients will be available often (as much as you can handle). - Wages would be higher for Division Managers and reflective of experience. - Opportunities for bonuses, profit sharing and advancement.
<p>Opportunity Type</p>	<p>?</p>