

WorkBC Employment Services – Job Posting

MANAGER OF PEOPLE & CULTURE

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#Year-Round;#
Availability Requirements	;#Monday to Friday;#Generally, a Monday through Friday schedule with some flexibility (able to choose mid-week days off).;#
Level / Salary Range	Negotiable
Years of Experience	3-5 years
Position Area	Management
Date Job Posted	12/6/2018 12:00:00 AM
Application Deadline	1/1/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/manager-of-people-and-culture/ Applications received via email will be redirected to the website
Job Description	<p>This is a key senior leadership position at one of Whistler’s beautiful full-service hotels. Ideally suited for a progressive and proactive Human Resources professional who can lead and support managers in recruiting, on-boarding, training, rewarding, developing, retaining and inspiring their teams.</p> <p>Very competitive salary with excellent benefits and perks including extended dental/medical, spa and restaurant discounts and a lifestyle bonus make this an excellent career-building and lifestyle position.</p> <p>Summary of Duties / Responsibilities include:</p> <ul style="list-style-type: none"> - Supporting employees and managers from recruiting and onboarding through to exit interviews. - Maintaining positive and respectful relationships between the management team and employees. - Manage the recruiting and onboarding of employees including job postings and description, screening of resumes, responding to inquiries, preliminary interviews for senior roles. - Facilitating employee orientation and training alongside management team - Updating and distribution of Employee Handbooks and Newsletters. - Support managers with employee reviews and conduct exit interviews. - Oversee the analysis, development, and writing of policies, procedures, and best practices as well as assisting with training and career development opportunities for all employees. - Manage staff housing and act as the point person for all staff with regards to staff perks, benefits and general inquiries.

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	<ul style="list-style-type: none"> - Manages PNP applications, temporary foreign Worker programs and other international recruitment. - Analyze HR metrics and benchmarking for continuous organizational improvement. - Keep current with and ensure adherence to labour standards, health and safety, human rights acts and other applicable laws and regulations. - Co-Chair the Joint Occupational Health and safety committee and provide occupational health and safety training to new hires as required. - Support Supervisors & Managers on any employee relations issues including progressive discipline and terminations as well as any discrimination or harassment issues. - Oversee and administer employee recognition, perks and benefits programs including extended medical benefits, peer recognition programs and employee pass programs. - Adhere to department budget. - Attend monthly HRD meetings with community-based HR Managers & Directors to keep abreast of current community HR information and trends. - Adhere to and enforce all established hotel and personnel policies and procedures. - Other duties may be assigned as necessary.
<p>Accessibility</p>	
<p>Desired Qualifications and Experience</p>	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - 2 years of experience in a Senior HR Advisor/Manager role with at least 1 year within Human Resources. - Excellent communication skills with the ability to develop and maintain open and positive relationships with employees. - Solution-focused with proven conflict resolution and negotiation skills. - Strong people management skills and able to problem-solve effectively without judgement. - University degree within hospitality management, business or human resources preferred. - Strong working knowledge of BC Employment Standards and health and safety guidelines. - Proven experience in overseeing and managing employee relations issues - Ability to work well under pressure, individually and as part of a team. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full time, year-round senior leadership career position. - Generally, a Monday through Friday schedule with some flexibility (able to choose mid-week days off). - Competitive salary in accordance with experience and qualifications (negotiable). - Company benefits including vacation pay, annual increases, extended medical/dental after 6 months. - Great perks including spa and restaurant discounts. - Active lifestyle bonus, ski pass financing, gym pass and access to yoga and personal training. - Staff rewards and recognition program.