

WorkBC Employment Services – Job Posting

MANAGER OF PEOPLE AND 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;#year-round;#
Availability Requirements	;#Monday to Friday;#with some flexibility (able to choose mid-week days off);#
Level / Salary Range	Competitive salary in accordance with experience and qualifications (negotiable).
Years of Experience	3-5 years
Position Area	Management
Date Job Posted	3/7/2019 12:00:00 AM
Application Deadline	3/31/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
How to Apply	<a href="http://www.whistler-jobs.com/job/manager-of-people-and-culture/">www.whistler-jobs.com/job/manager-of-people-and-culture/</a> 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. 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><b>Summary of Duties / Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>- Supporting employees and managers from recruiting and onboarding through to exit interviews.</li> <li>- Maintaining positive and respectful relationships between the management team and employees.</li> <li>- Manage the recruiting and onboarding of employees including job postings and description, screening of resumes, responding to inquiries, preliminary interviews for senior roles.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Facilitating employee orientation and training alongside management team</li> <li>- Updating and distribution of Employee Handbooks and Newsletters.</li> <li>- Support managers with employee reviews and conduct exit interviews.</li> <li>- 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.</li> <li>- Manage staff housing and act as the point person for all staff with regards to staff perks, benefits and general inquiries.</li> <li>- Manages PNP applications, temporary foreign Worker programs and other international recruitment.</li> <li>- Analyze HR metrics and benchmarking for continuous organizational improvement.</li> <li>- Keep current with and ensure adherence to labour standards, health and safety, human rights acts and other applicable laws and regulations.</li> <li>- Co-Chair the Joint Occupational Health and safety committee and provide occupational health and safety training to new hires as required.</li> <li>- Support Supervisors &amp; Managers on any employee relations issues including progressive discipline and terminations as well as any discrimination or harassment issues.</li> <li>- Oversee and administer employee recognition, perks and benefits programs including extended medical benefits, peer recognition programs and employee pass programs.</li> <li>- Adhere to department budget. - Attend monthly HRD meetings with community-based HR Managers &amp; Directors to keep abreast of current community HR information and trends.</li> <li>- Adhere to and enforce all established hotel and personnel policies and procedures.</li> <li>- Other duties may be assigned as necessary.</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- 2 years of experience in a Senior HR Advisor/Manager role with at least 1 year within Human Resources.</li> <li>- Excellent communication skills with the ability to develop and maintain open and positive relationships with employees.</li> <li>- Solution-focused with proven conflict resolution and negotiation skills.</li> <li>- Strong people management skills and able to problem-solve effectively without judgement.</li> <li>- University degree within hospitality management, business or human resources preferred.</li> </ul>

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- 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.

***Additional Information About the Role:***

- 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.