



Human Resources Assistant

The function of the Human Resources Assistant will largely include the daily operations of staff housing for all Arctos & Bird entities. You will provide on-site management and supervision of all staff housing operations. You will also provide administrative support to the Human Resources department as required.

Staff Housing Primary Duties and Responsibilities:

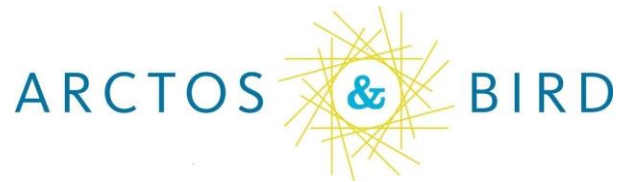
- Ensure that staff housing tenants adhere to set policies and procedures; formulate strategies and tactics to mitigate violations
- Manage room inventory, room assignments and ensure all rooms are to standard
- Perform regular site inspections to identify repair/maintenance needs and prioritize and coordinate accordingly
- Maintain adequate keys and supplies inventory
- Plan and implement weekly cleaning schedules for tenants of assigned areas
- Issue written warnings and eviction notices when required
- Coordinate with department managers to assess needs of their recruits
- Maintain rent, damage deposit, cost of damages collection records for payroll deduction
- Check-in/sign lease with new residents and conduct checkouts
- Meet with tenants to review expectations, conditions, and cleaning procedures
- Mediate resident conflicts in a manner that is timely and provide proper follow-up and referral when appropriate
- Periodically required to take staff housing related calls outside of business hours

Human Resources Administration Primary Duties and Responsibilities:

- Respond to Human Resources related inquiries
- Distribute HR policies, procedures and memorandums to the appropriate individuals, divisions, or departments across the organization
- Ensure all HR and Payroll documents are completed by staff
- Assist with staff events, rewards and incentives as required
- Assist in the recruitment and selection processes

Required Knowledge, Skills and Abilities

- Previous experience in an administrative role
- Excellent communication skills (verbal and written), interpersonal and presentation skills
- Excellent conflict resolution skills
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently



- Demonstrated ability to deal with sensitive situations with tact and diplomacy
- Proficient computer skills, experience in creating and using Excel spreadsheets.

Personality characteristics

- Professionalism
- Discretion
- High ethical standards
- Clear rules and organized methods to guide activities
- Strive for continuous improvement
- Sound decision making and judgement

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

What's in it for you?

- The diversity of working with locally owned, rapidly growing businesses.
- A rewarding, positive and creative work environment.
- The opportunity to use your skills in a meaningful way.
- Financial remuneration that is fair and fits the responsibilities.
- Hotel, Restaurant, and Bakery discounts, Complementary Canoe Passes and Active Living Benefits

How to Apply

If you think you are the right person for this job we'd love to hear from you. We thank all applicants that apply, but only those deemed qualified by our hiring manager will be contacted. To apply, please email your cover letter and resume to Koren O'Connell at hr@arctosbanff.ca