



BEACH RESORT &
CONFERENCE CENTRE

Watermark Beach Resort is the premiere resort accommodation in the South Okanagan. Our high-performing executive team focuses on team building, exceptional customer service, and corporate success through leadership. Manager-level positions come with a high degree of responsibility and autonomy, which require experienced candidates with demonstrated strengths in communication, coordination, personnel management, and brand management. Work in beautiful Osoyoos, surrounded by award-winning wineries, stunning natural vistas, and endless opportunity for adventure.

Human Resources Manager

The Human Resources Manager is responsible for hiring, training and development for all departments. This key member of the leadership team is also central to the strategy at Watermark Beach Resort, developing international internships and training and development opportunities. Other responsibilities of this role include recruitment, onboarding and offboarding of seasonal and year round colleagues for all departments and payroll administration. The Human Resources Manager will work with all Watermark team members as needed to act as a support and counsel on a variety of HR related topics.

Responsibilities

- Actively participate on leadership team with emphasis on training, development, and strategy for Watermark Beach Resort
- Lead and develop training for resort
- Manage and implement the employee opinion survey
- Recruitment, onboarding and offboarding
- Payroll and benefits administration
- Coordinate all staff engagement activities and teams
- Secure and place seasonal employees in staff housing
- Lead and promote awareness of the Health & Safety and Green Teams
- Maintain accurate and updated Standard Operating Procedures in partnership with leadership team.
- Solicits feedback from associates to continually enhance operations.
- HR specific administrative support to department heads
- Assist when and as needed in the support of other departments
- Other duties as assigned

Qualifications

- Prior experience in a related role required
- Luxury hotel experience is an asset, but is not required
- Relevant post-secondary education or training preferred but not mandatory
- Excellent teacher and mentor
- Must have a history of self-improvement, ongoing learning and goal setting



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Key Performance Indicators

- Annual performance review
- Annual Associate Satisfaction Survey
- Resort Recruitment and Retention Metrics

Email your resume to:
careers@watermarkbeachresort.com

