

Human Resource Generalist Job Description

Position: Human Resources Generalist

Department: Administration

Reports to: Hotel Manager

Summary:

Watermark Beach Resort is the leading luxury resort in the South Okanagan – in the heart of wine country on the shores of Osoyoos lake. The culture and brand of Watermark include excellence in guest service – a fun and energetic culture and a commitment to professional growth for all our team. We proudly have significant tenure of our team since we opened 10 years ago, and continue to focus on a positive work environment as well as trends and changes to ensure we are an employer of choice. The Human Resources Generalist 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 Generalist will work with all Watermark team members as needed to act as support and council 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
- Hospitality experience is an asset, but is not required.
- Relevant post-secondary education or training preferred but not mandatory
- Excellent teacher and mentor
- Must be well versed in Microsoft Office Suite. Experience with a variety of HRIS would be an asset (Payworks, ADP, Peoplesoft, Workday, etc.)



BEACH RESORT &
CONFERENCE CENTRE

- Must have a history of self-improvement, ongoing learning and goal setting

Key Performance Indicators

- Annual performance review
- Annual Associate Satisfaction Survey
- Resort recruitment and retention metrics

Please apply to Careers@watermarkbeachresort.com with your Resume and contact information.
Position is available immediately.