



November 20, 2009

**Human Resource Services Coordinator  
Regina Inn Hotel & Conference Centre  
Full-time, Permanent**

**ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!**

**What's In It for You?**

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

**We are looking for a Human Resource Services Coordinator at the Regina Inn Hotel & Conference Centre in Regina, Saskatchewan.**

**Objective:**

Reporting to the Human Resources Manager, the Human Resources Coordinator assists with consulting and directing the hotel's Management and Associates on all Human Resources Management issues. They administer and maintain Human Resources practices and policies ensuring compliance with SilverBirch Hotels and Resorts standards and regulatory requirements.

**Responsibilities:**

- Assists in the recruitment and selection process including conducting initial interviews and reference checks on all prospective associates
- Responsible for payroll processes in conjunction with The Central Payroll Office
- Administers the Associate Benefit Program, all Workers Compensation Board claims and return to work programs
- Promotes various cultural programs including Champions in Action and is an active member of the Success Committee and Occupational Health & Safety Committee
- Ensures the hotel is operating in full compliance with all provincially and federally legislated employment standards, guidelines and human rights codes
- Coordinates training needs and assists with or delivers the Hotel Orientation, Guest Service Training and any other related programs to ensure organizational excellence
- Maintains an open door policy for all associates
- Provides professional people resources, training, confidential guidance and moral support to managers and associates when necessary
- Maintains all administrative processes that are related to Human Resource Services including the updating of the Associate Handbook, and associate files
- Assists with the Human Resource Services budget for the Hotel
- Conducts regular wage/salary reviews and local surveys to ensure the hotel remains competitive within the marketplace
- Participates in the Manager on Duty program
- Is an ambassador of creating a positive and lively work culture!

**Preferred Qualifications:**

- Degree, Diploma or Certificate in Human Resources Management preferred.
- Two to three years experience in a Human Resource generalist role.
- Ability to maintain confidentiality, integrity and trust within the work environment and most of all to have a passion to bring out the best in their team mates and themselves.
- Excellent verbal and written communication skills with strong attention to detail and accuracy.
- Working knowledge of Microsoft Word and Excel.
- Displays a positive attitude, maintains enthusiasm and celebrates success.
- Recognizes and rewards top performance, is approachable, caring and considerate.
- Solid history of providing exceptional and professional services to customers.
- Ability to prioritize and organize.
- Strong analytical and problem solving skills.

Those interested in applying are invited to forward a resume in confidence, no later than November 27, 2009 to the attention of:

**Karen Stewart**  
**Manager of Human Resource Services**  
**Regina Inn Hotel and Conference Centre**  
**1975 Broad Street Regina, SK S4P 1Y2**  
**Email: [kstewart@silverbirchhotels.com](mailto:kstewart@silverbirchhotels.com)**  
**Fax: 306.352.1858**

SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND  
ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.