



June 8, 2010

**Human Resource Services Manager
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 Manager at the Regina Inn Hotel & Conference Centre in Regina, Saskatchewan.

In the role of Human Resource Services Manager you are the caretaker and champion of the hotel's greatest asset...its people. You are responsible for making the Hotel famous for teams of people who bring great energy, skill, and results to their work. You will shape a culture of liveliness that drives business objectives forward while staying true to the company's values, standards, aspirations, and commitments. You will participate as a member of the Hotel Executive Committee and will be responsible for coaching, consulting and directing the Hotel's management and associates on all Human Resource issues.

Duties & Responsibilities:

- Attends Executive Committee meetings to develop strategic plans, implement and monitor professional leadership programs, processes, and procedures to meet company objectives
- Attends Departmental meetings and develops; implements and monitors professional people systems, processes, and procedures that will result in the highest customer and associate satisfaction
- Recruits, conducts initial interviews and reference checks on all prospective associates.
- Administers the Associate Benefit Program, all Workers' Compensation Board claims and return to work programs
- Promotes various cultural programs including SilverBirch Hotels & Resorts Champions in Action and Orientation Program and is an active member of the Success Committee and Occupational Health & Safety Committee
- Identifies and develops any training needs and delivers the Hotel Orientation, Guest Service Training and any other related programs to ensure organizational excellence.
- Ensures the hotel is operating in full compliance with all provincially and federally legislated employment standards, guidelines and human rights codes
- Participates in the Collective Bargaining process as required
- Interpretation and consultation with Union on Collective Bargaining Agreement and judgment decisions relating to employee relation problems and inquiries
- Coaches, guides and administers the progressive discipline process, grievances and arbitrations with Managers
- Conducts regular wage/salary reviews and local surveys to ensure the hotel remains competitive.
- Maintains an open door policy for all and acts as a liaison between associates and manager



- Strives to provide internal customers with the right people resources, training, guidance and morale support to do great work
- Maintains all administrative processes that are related to Human Resource Services including the updating of the Associate Handbook, associate files and the Central Payroll Office processes
- Prepares and governs the Human Resource Services budget for the Hotel

Education & Qualifications:

- Degree, Diploma or Certificate in Human Resources Management or the experience equivalent
- CHRP Designation, or working towards certification, preferred
- Two to three years experience in a human resource leadership role with hospitality experience preferred.
- Knowledgeable and proficient in areas of policy development and administration, wage/salary administration, benefit administration, associate relations, training and where applicable, managing union contract agreements
- Strong and creative recruiting experience required with the ability to work under pressure and manage multiple tasks and priorities effectively
- 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
- Knowledgeable of labour standards, human rights codes and other requirements to ensure compliance
- Excellent verbal and written communication skills with strong attention to detail and accuracy
- Working knowledge of Microsoft Word and Excel
- Enhances one's own ability and the ability of other's to contribute
- Displays a positive attitude, maintains enthusiasm and celebrates success
- Experience in setting and meeting achievement oriented goals and standards
- Listens to all sides of an issue to achieve a successful solution/resolution
- Recognizes and rewards top performance, is approachable, caring and considerate

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you!

Apply by June 18, 2010:

**Human Resource Services
SilverBirch Hotels & Resorts
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www.silverbirchhotels.com
fax: 306.352.1858**

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