



June 29, 2010

**Human Resource Services Coordinator (Term)  
Mayfield Inn & Suites  
Full Time for 5 month term**

**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!

**Objective:** To provide administrative support to the Human Resource department of the Mayfield Inn & Suites. Administers and maintains Human Resource practices, and policies ensuring their compliance with SilverBirch standards and regulatory requirements.

**Duties and Responsibilities:**

- Conducts the recruitment and selection process for all line Associate positions to include: posting position vacancies, responding to walk-in and telephone inquiries, scheduling/conducting initial candidate screening, coordinating interviews with Department Heads/Managers/Supervisors, managing competition files, reference checks, criminal records checks, coordinating and conducting testing (if applicable). Continually monitor recruitment process.
- Ensures all Benefit Enrollment Forms are accurately completed and forwarded to the Insurance Carrier in a timely fashion respective to effective dates.
- Processes Associate benefit status change forms and utilizes the online system changes(dependent additions/deletions/salary adjustments, etc)
- Training administration; to include course registrations, preparation of course material, booking of training facility and facilitators (if necessary), updating of Associate training record, and other related training administration duties
- Facilitates and/or assists with the delivery of the Employee Orientation and SilverBirch Cultural training programs
- Fully trained to accurately oversee payroll and supporting templates in the HRS Director's absence
- Participates in the Hotel Success Committees in the HRS Director's absence
- Provides administrative support to the Human Resources Department.
- Participates in various Human Resource projects
- Assist the HRS Director in providing efficient and courteous service in all aspects of Human Resource Services, including policy administration, benefits administration, employee and labor relations, recruitment, selection, training and development, health & safety, and performance management while ensuring the ongoing integrity of all corporate HRS initiatives and programs.
- Be a lively custodian of culture!
- Performance of other related duties as assigned



**Education & Qualifications:**

- Preferred completion of a Post secondary Degree, Diploma or Certificate in Human Resources.
- 1-2 years previous experience in a human resources environment preferred
- Proficiency in the use of PC applications such as Word and Excel
- Must be able to work well under pressure and manage multiple tasks and priorities.
- Excellent customer service and communication skills
- Experience in a medium to large hospitality organization

**This individual will:**

- Work best in a well organized environment and will enjoy tasks that involve organizational and coordinating skills.
- Be a careful and inquisitive worker who will examine the potential consequences of any task before making a decision.
- Be a systematic committed worker who likes to work with defined concepts but also understands the “grey” and is able to make those flexible decisions at the right times.
- Be concerned with achieving results.
- Be a positive and responsible worker capable of detailed work and will follow and lead established procedures.
- Be interested in the rationale behind things and will try to read between the lines to find it.

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!

**Those that are interested are invited to apply:**

**Veronica Lyver**  
**Human Resource Services**  
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SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND  
ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.