

# Human Resources Manager

Join our team at Brentwood Bay Resort.

# About us.

**Brentwood Bay Resort** is a luxury boutique property that is unlike any other hotel or resort in the Greater Victoria area. We believe in doing more than serving delicious meals, providing relaxing spa treatments, and welcoming guests to our beautiful oceanfront suites. We believe in providing a truly special guest experience and supporting our team members to discover their unique contribution and empower them to deliver it!

# About the job.

**This Position** ensures the well-being of all team members, physically and emotionally in the workplace. This role leads all recruitment efforts and supports with on-boarding, performance management, and retention throughout the tenure of team members. The Human Resources Manager, also manages the company's benefits program, leads the Resort's health and safety committee, develops, and implements HR policies and programs, and maintains up to date personnel records.

# About you.

- An interest in being part of a progressive leadership team that fosters a work culture of honesty and integrity
- A confident, yet calm demeanor that is supported by a professional and genuine being
- Highly developed time-management skills and the ability to proficiently prioritize
- Effective, efficient, and professional communication skills balanced with strong interpersonal skills
- Resourceful decision-making skills paired with a keen sense for attention to detail
- Proven success in recruitment, on-boarding, and performance management of a variety of positions
- Previous experience with facilitation of conflict resolution in a way that allows individuals to feel comfortable being open and vulnerable to work through the conflict effectively and fully
- Strong knowledge of the BC Employment Standards Act, the Canadian Labour Code, and the Canadian Human Rights Act
- Adept computer skills (e.g. Microsoft Office) and previous experience using Asana (or similar) considered an asset
- A Bachelor's Degree in Business Administration with a Human Resources or equivalent combination of education and experience
- Reliable transportation to get to-and-from Brentwood Bay

# What we offer.

- A competitive annual salary and flexible work schedule
- An employee benefits plan that includes dental, extended healthcare, travel insurance, life insurance, and accidental death and dismemberment insurance
- Leadership discounts that include:
  - Management Meals in our Arbutus Room and Brentwood Bay Pub
  - Spa Treatments at the Brentwood Bay Spa
  - FREE paddle sport rentals at the Brentwood Bay Marina
  - Friends and Family discounts on hotel rooms
- Personal and professional development opportunities
- A beautiful location and work setting
- A team that is focused on mindfulness in work and life
- A place you actually want to come to work

# How to apply?

Please send your cover letter and resume to [hr@brentwoodbayresort.com](mailto:hr@brentwoodbayresort.com). Let us know what position you are applying for by using "Human Resources Manager" as the subject line.