

Job Title: Human Resource Coordinator

Department: Human Resources

Salary: \$65,000 - \$68,000 a year

Job Type: Full-Time, Permanent

Work Location: In Person at Sooke Harbour House Boutique Hotel

Expiry Date: Open Until Filled

Job Description

The Human Resource Coordinator will support all HR functions at Sooke Harbour House Boutique Hotel, ensuring smooth day-to-day operations. This role focuses on employee onboarding, payroll preparation, benefits administration, and compliance with HR policies. The ideal candidate will be highly organized, detail-oriented, and skilled in managing administrative HR tasks while fostering a positive workplace environment.

Key Responsibilities

Human Resource Administration:

- Handle onboarding for new employees, ensuring all paperwork and orientation processes are completed efficiently.
- Maintain accurate HR records, including employee files and contract documentation.
- Assist with job postings, recruitment coordination, and tracking candidate applications.
- Prepare payroll data, ensuring accuracy for processing in collaboration with the finance team.
- Administer and manage employee benefits plans, including enrollments, changes, and inquiries.

Compliance and Reporting:

- Process WCB claims and ensure proper documentation and follow-up.
- Monitor and enforce compliance with employment laws and internal policies.
- Generate HR reports and track key metrics, such as attendance, turnover, and training progress.

Technology and Tools:

- Manage the Push app for employee time tracking, ensuring accuracy and resolving discrepancies.
- Train staff on the proper use of time-tracking and HR tools.

Employee Relations:

- Act as a point of contact for employee inquiries regarding HR policies and benefits.
- Assist with addressing employee concerns and fostering a supportive workplace culture.

Qualifications and Skills

- Diploma or degree in Human Resources, Business Administration, or a related field.
- Minimum of 2-3 years of experience in HR coordination or a similar role.
- Strong organizational and multitasking skills with keen attention to detail.
- Familiarity with payroll systems, time-tracking tools (e.g., Push), and HR software.
- Knowledge of WCB processes and compliance with employment regulations.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and HR management software.
- Ability to maintain confidentiality and handle sensitive information.
- Fluency in English is required; additional languages are an asset.



Why Join Sooke Harbour House Boutique Hotel?

Sooke Harbour House offers more than just a job—it's a chance to be part of something special. Nestled in the stunning West Coast scenery, a move to Sooke, B.C., provides an opportunity for a lifestyle change and the chance to work in a boutique hotel with ambitious plans to reclaim its place on the global foodie map.

Additional reasons to join our team:

- Be part of a supportive and innovative work environment.
- Play a critical role in maintaining a positive and productive workplace.
- Opportunities for professional growth and advancement.
- Competitive compensation and benefits.

How to Apply

Submit your application, including a cover letter and resume, to the HR Coordinator at employment@sookeharbourhouse.ca. For inquiries, please contact the HR Coordinator at employment@sookeharbourhouse.ca.