



Fairmont Southamptton is a premier luxury resort and regarded as a leader in the hospitality industry. Our mission is to turn moments into memories for our Guests. An exciting hospitality career awaits you if you are committed to providing our Guests with an authentically local experience through providing warm and engaging service.

## **TALENT & CULTURE COORDINATOR**

**Responsibilities Include:** Performs customer service functions by answering enquiries from colleagues, leaders and prospective employees both in person and over the telephone. Administers various Talent & Culture managed procedures for all colleagues. Assists with the development and implementation of policies and procedures. Prepares and maintains the colleague handbook and the policies and procedures manual. Administers and maintains employee benefit plans including enrollments, changes and terminations. Process documents through payroll and insurance providers to ensure accurate record-keeping and correct deductions. Maintains HRIS and colleague files. Ensure colleague records are accurate and current. Regularly conducts audits of electronic and paper records and recommends corrective action. Compiles and produces standard and ad hoc reports including reviewing data for integrity within reporting systems. Generate, issue and post notices in accordance with hotel policy and procedures and in accordance with the Collective Bargaining Agreement. Provide recruitment support, including coordinating external and internal job applications, candidate assessments and interviews. Assists with various processes including terminations, preparing performance reviews, and coordinating staff activities and recognition programs. Other related duties as assigned.

**Qualifications and Requirements:** University/college education in Human Resources or a related discipline an asset. 2 years Human Resources and/or administrative experience in an active, multifaceted Human Resources department within the hotel or hospitality industry preferred. Must be computer literate with a strong, proven working knowledge of Windows, Word, Excel, HRIS and Power Point. Effective team player with proven ability to build and maintain positive working relations with all colleagues in a multi-cultural, multi-national and diverse environment. Exceptional communication skills (verbal and written), customer service and interpersonal skills. Knowledge of labour relations, compensation and benefits, employment standards and human rights an asset. Must demonstrate diplomacy and the ability to handle confidential information with discretion. Self-motivated, able to work with minimal supervision in an active, dynamic, fast-paced environment. Effectively complete a multitude of tasks within strict deadlines and be able to adjust to changing priorities. Superior organization, administrative, problem-solving and multi-tasking skills.

**Apply Online To:**  
[www.fairmontcareers.com](http://www.fairmontcareers.com)

**Talent & Culture: 101 South Shore Road, Southamptton  
SN02/Telephone 238-8000/Fax: 238-0680**

**Closing Date: 12 April 2018**