



## HUMAN RESOURCES MANAGER

Crowne Plaza Moncton

*Moncton NB*

We are seeking a highly motivated Human Resources Manager for our newly renovated Crowne Plaza in Moncton. This is a great opportunity for an experienced individual to join this highly successful hotel team.

### **BASIC RESPONSIBILITIES:**

- Prepares job standards, descriptions and selection criteria for each position.
- Reviews employment applications/resumes for suitability.
- Fosters a positive attitude to work and the hotel environment by developing, planning and conducting ongoing employee development training sessions including orientation, skills training and managerial training.
- Maximizes productivity and well being of all employees by directing and coordinating all employee relations activities within the hotel including the administration of special employee promotions.
- Assists in the coordination of wage and performance review activities of the hotel in compliance with corporate policies and procedures.
- Ensures compliance with corporate human resource policies and procedures as well as Federal and provincial legislation.
- Maintains accurate and complete employee files.
- Counsels employees and supervisors in Human Resource issues ( performance management, discipline, interpersonal behavior, organizational development, succession planning, staffing requirements etc.) as needed
- Maintains safe working conditions by ensuring all employees are orientated to and follow safety rules and procedures and takes corrective action where necessary.

### **SKILLS, ABILITIES & QUALIFICATIONS:**

- High degree of ethics and integrity and the ability to maintain confidentiality.
- Excellent interpersonal skills
- Excellent communication skills (both written and oral) and attention to detail
- Bilingual (English & French) preferred.
- Good knowledge of various business software; including, but not limited to Microsoft Word for Windows and Excel.
- Post Secondary education preferred
- Human Resource designation considered an asset
- 3 years Human Resource Management experience preferably in a hotel environment or service industry

If you are interested in the above position, please forward your resume & cover letter to:

Human Resources  
Pacrim Hospitality Services Inc.  
Suite 201, 30 Damascus Road Bedford, NS, B4A 0C1  
Fax: (902) 457-3277 Email: [hr@pacrimhospitality.com](mailto:hr@pacrimhospitality.com)

*We thank all applicants for responding, however only those under consideration will be acknowledged.*

**DEADLINE FOR APPLICATIONS: WEDNESDAY, AUGUST 27, 2008**