



## Human Resources Assistant

Chances Kelowna is a growing and fast paced entertainment facility in the sunny Okanagan Valley. We take pride in our great customer service by creating a welcoming environment for patrons and staff alike. We are looking for a keen professional to join our Human Resources Department in supporting our organization's mission – "to create the best entertainment value in our community in the most responsible manner possible".

Our ideal candidate is passionate about people practices, has a positive outlook and a strong desire to learn. This full-time permanent role contributes to the success of the organization by assisting the Human Resources Manager with the essential functions of the department.

### Key Responsibilities:

- Coordinate and conduct recruitment with internal departments.
- Organize, maintain and coordinate training for OHS, WHMIS 2015, and BCLC learning.
- Prepare onboarding and off-boarding paperwork and activities.
- Participate in onboarding of all new hires.
- Assist with performance management, payroll changes and benefits administration.
- Organize, maintain and coordinate records and files.

### Requirements/Qualifications:

- Bachelor's degree in Business Administration with a Human Resources major is considered an asset.
- At a minimum, successful completion of a Human Resources Management Diploma.
- Minimum of 1 year of experience in a generalist capacity, or recruitment.
- Clear understanding of compliance in applicable legislations and regulations.
- Strong computer keyboarding skills preferably in a Windows environment with experience in MS Word, Excel and Outlook.
- Excellent written and verbal communication skills.
- Highly organized with exceptional accuracy and attention to detail.
- Great team player with strong ability to be discreet and maintain confidential information.

We are a Company that **Cares!** Here is why you should come grow with us:

- Competitive wages
- Performance bonuses
- Company benefits
- Exciting environment and fun atmosphere
- Family-oriented work culture

If you are committed to great customer service and have the attributes, skills, and education above, we look forward to receiving your resume and cover letter.

Submit your resume (in PDF format) and note the Job Reference Number **#W54-12-2018**.

Submit your resume to [resumes@chanceskelowna.ca](mailto:resumes@chanceskelowna.ca)

Thank you for your interest in Chances Kelowna. We will only contact qualified candidates.