



Human Resources Coordinator

Bordered by the Crescent Drive Golf Course and only 20 minutes from downtown Winnipeg, Thermëa by Nordik Spa-Nature opened its doors in 2015. This relaxation and renewal centre focuses on thermotherapy practices and relaxation techniques from Scandinavian countries. It offers a multisensorial experience in an all-embracing natural setting to contribute to the health and wellness of its guests.

Continuously innovating and evolving by creating unique relaxation experiences, it is the only Nordic-style spa in the Canadian Prairies today.

We are currently seeking passionate wellness professionals who will use their skills to transform people's lives, one visit at a time. Join our team.

Thermëa by Nordik Spa-Nature employees are committed to upholding our company values:

- Accountability
- Engagement
- Respect
- Integrity
- Team Spirit

Main Functions:

Under the supervision of the Human Resources Director, the successful applicant will be primarily responsible for the provision of HR and client services support to managers, employees, accounting, the human resources department and to job applicants. The successful applicant will perform administrative tasks within the department and will be responsible for the full cycle of the recruitment process, including the management of employee personnel files. The successful applicant will also be responsible for replenishing the cash supplies of the operations managers.

Responsibilities:

- Responsible for the management of the staffing process:
 - posting of jobs on various platforms;
 - preliminary screening of candidates based on the criteria established in the job description;
 - selection and interviewing process;
 - on-boarding and integration of new employees;
 - setting up of group insurance;
 - creation and updating of employee personnel files; ensuring good management maintenance of these files;

- Manage internal publications on the company portal;
- Manage a number of HR email accounts and be the department member responsible for responding to employee queries;
- Maintain files on work-related accidents;
- Accompany managers to meetings with employees; prepare the documents required for such meetings;
- Participate in management meetings;
- Participate in the health and safety committee;
- Participate in various HR projects;
- Participate in job fairs;
- Implement corporate plans and programs in collaboration with the corporate office;
- Manage replenishment of cash supplies by operational departments on a daily basis;
- Perform related duties as required by his or her immediate supervisor and the managing director, or that fall within the scope of this position.

Qualifications:

- College diploma or university degree in Human Resources;
- Minimum of 3 years of experience in Human Resources;
- Excellent oral and written communication skills (with careful attention to spelling); bilingualism an asset (English and French);
- Demonstrates a high level of proficiency in MS Office (Word, Excel, Outlook and PowerPoint) and is adept at learning new technologies;
- Capable of handling a heavy workload, to multi-task and to manage multiple projects with tight deadlines; capable of working in a fast-paced environment;
- Capable of managing and prioritizing competing tasks; is flexible and has mental agility;
- Capable of managing workflow (planning, prioritization, organization and follow-up); analyzing and carrying out tasks in a timely manner;
- Methodical, precise and consistent (with strong attention to detail);
- Comfortable with handling cash;
- Capable to develop and maintain positive, long-term business relationships; energetic, committed and listens to clients (both internal and external);
- Possesses excellent interpersonal skills and can work well independently, or as a member of a dynamic team;
- Respectful, honest and adaptable;
- Shows initiative, is punctual and reliable;
- Professional and collaborative attitude;
- Has respect for confidentiality, exercises good judgment and discretion.

Salary:

Based on the pay scale and benefits in effect at Thermëa by Nordik Spa-Nature

How to Apply:

Please fill in the I-Recruitment job application questionnaire on our Careers page.

<https://irecrutement.ca/employeur/?employeur=thermea>

Please note that only successful candidates will be contacted.