



## HUMAN RESOURCES COORDINATOR

### Company Overview

TPC Toronto at Osprey Valley is one of Canada's premier golf destinations. With our transformation into a true resort featuring both world class golf and amenities currently ongoing, we are focused on attracting and retaining a highly skilled, motivated, and loyal staff, dedicated to working together as a team toward our common purpose to achieve service excellence for our guests every time they visit us.

We believe one of Osprey Valley's most valuable assets is our team members who embrace the vision, mission, and values of the organization. We believe that talented people will continue to make us the leader in Canadian golf, and that a single person can make a difference. In return for this contribution, we strive to offer a challenging, yet rewarding work experience in a fast-paced, safe, and energetic team environment.

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### Position Overview

We are looking for an efficient **Human Resources (HR) Coordinator** to undertake a variety of HR administrative duties. This is a great opportunity to build on your HR experience within a dynamic, growing organization. You will facilitate all daily HR functions with a focus on recruiting, onboarding/offboarding, and payroll.

The ideal candidate will have broad knowledge of Human Resources and general administrative responsibilities. The individual will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects that contribute to the overall employee experience. To succeed in this role, you should be familiar with using HR software and tools. Ultimately, you should be able to contribute to the attainment of specific goals and results of the HR team and the organization. This role reports directly to the Director, Human Resources and works collaboratively across the organization.

### Responsibilities

- Manage the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Coordinate new-hire onboarding and orientation, training sessions and seminars.
- Respond to internal and external HR related inquiries or requests and ensure timely resolution.
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) and ensure all employment requirements are met.
- Create and coordinate internal and external communications to support HR initiatives.
- Administer or assist with payroll and benefits.
- Coordinate the annual employee budgeting process and compensation calibration.
- Standardize and maintain employee policies and code of conduct.
- Maintain performance management procedures.



- Manage internal team event organization and coordination, including recreational events and training activities.
- Participate in the health and safety committee.
- Produce and present reports on general HR activity on a recurring basis.
- Assist in ad-hoc HR projects, including collection of employee feedback, new systems implementation, and employee engagement initiatives.
- Keep up to date with the latest HR trends and best practices.
- Support other functions as assigned.

### **Skills and Qualifications**

- 2 years of experience as an HR coordinator (essential).
- CHRP certification is an advantage.
- BSc/BA in Business Administration or relevant field.
- Proven experience as an HR coordinator or relevant human resources/administrative position.
- Exposure to Labour Law and employment equity regulations.
- Effective HR administration and people management skills.
- Strong working knowledge of payroll practices.
- Knowledge of human resources processes and best practices.
- Strong ability in using MS Office (MS Excel and MS Powerpoint, in particular).
- Experience with HR databases and HRIS systems.
- In-depth understanding of sourcing tools, like resume databases and online communities.
- Familiarity with social media recruiting.
- Outstanding communication and interpersonal skills.
- Ability to handle data with confidentiality.
- Exceptional organizational and time management skills.

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If this position is of interest you, please submit your resume to: [people@ospreyvalley.com](mailto:people@ospreyvalley.com)

Only candidates invited for an interview will be contacted.

*TPC Toronto at Osprey Valley is an equal opportunity employer and is committed to diversity and inclusiveness in all areas of our business. We are working proactively to be fair and reasonable in practice and to build diversity into our teams. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

Please visit us online to learn more:

[www.ospreyvalley.com](http://www.ospreyvalley.com)

[www.linkedin.com/company/tpc-toronto-at-osprey-valley/](http://www.linkedin.com/company/tpc-toronto-at-osprey-valley/)