

Human Resources Advisor

NAV CENTRE, 1950 Montreal Rd., Cornwall, Ontario, K6H 6L2

Are you looking to work for a company that shares your passion? Would you like to grow your career in the exciting hospitality industry? Then the NAV CENTRE is the place for you! Take the opportunity to work for a company that invests in its employees and their rising career path.

Your Contribution

The NAV CENTRE is seeking a dynamic individual to fill the role of Human Resources Advisor for a new opportunity in Cornwall, Ontario.

Accountabilities

As the Human Resources Advisor at the NAV CENTRE, you will be responsible for:

- Advising, guiding, and counselling operational management on all Employee/Labour Relations matters;
- Reviewing discipline letters and assisting operations with steps to discipline, communicating with union and first step grievance management;
- Participation in labour negotiations for unionized accounts
- Incident investigation and resolution support;
- Managing Government compliance issues (Department of Labour, Ministry of Labour, Employment Standards Act issues and all legislative matters);
- Recruiting hourly employees and preparing job offers;
- Providing training support for hourly employees;
- Facilitating Organizational Development sessions to improve account performance
- Providing general HR support to food and facility service account;
- Implementing HR programs;
- Additional responsibilities as required.

Growth and Development

- Minimum of 2 - 5 years in Human Resources;
- Experience in a unionized operation is required;
- College Diploma or University Degree in a related discipline;
- CHRP or CHRL is an asset;
- Previous experience in a hospitality or service provider environment is an asset;
- Ability to work effectively in situations involving rapid change, shifting priorities, and/or simultaneous demands;
- Ability to develop new and maintain existing relationships with stakeholders;
- Perform well in a shared services and team environment;
- Superior verbal and written communication skills; and
- Bilingualism (French and English) is an asset.



Our Advantages

The NAV CENTRE is committed to recruiting and retaining the best talent in the industry. By joining our team, you will have the opportunity to participate in a unique and energetic environment focused on meeting excellence.

We offer employees a competitive remuneration package, along with benefits and exciting work perks, such as a fitness membership for your family. Our management team is committed to growing our team professionally and personally; offering many training and development opportunities.

How to Apply

To learn more about the position and to apply, please visit www.navcentre.ca/careers today.

The NAV CENTRE is committed to employment equity and diversity and we also welcome and encourage applications from people with disabilities. We believe that a culture of innovation and excellence is created by the mix of backgrounds, ideas and perspectives that can be found in a diverse and inclusive workforce.

We thank you for your application, but only those candidates under consideration will be contacted.

About the NAV CENTRE

The NAV CENTRE offers an all-inclusive getaway experience for a diverse range of world-class event possibilities - from business meetings and conferences, to public receptions and private celebrations. As the largest hotel and conference centre in Eastern Ontario, we are committed to meeting excellence and can customize our packages to suit any occasion; offering our guests a delectable fusion of elegance, leisure and comfort.