

CAREER OPPORTUNITY

HR COORDINATOR

AT MURPHY HOSPITALITY GROUP, WE PRIDE OURSELVES ON AN EXCEPTIONALLY HIGH STANDARD OF QUALITY SERVICE AND PRODUCTS. IT TAKES THE BEST PEOPLE TO REACH THIS HIGHER STANDARD OF EXCELLENCE. WE BELIEVE IN EXTENSIVE TRAINING AND PROVIDING OUR PEOPLE WITH AN EXCELLENT BENEFITS PROGRAM, COMPETITIVE WAGES, ADVANCEMENT AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES. AT MHG, IT'S ALL ABOUT THE PEOPLE!

We are looking for an enthusiastic, self-motivated individual with a passion for the hospitality industry to join our HR team. Our HR team is responsible for helping the MHG group of locations achieve their strategic initiatives of attracting top talent, creating development and growth opportunities, and empowering team members through training and leadership. As our HR Coordinator, you will work as part of the Human Resources division, and strive to ensure MHG is the hospitality employer of choice in Atlantic Canada. You will play a critical role in aligning and administering MHG HR programs and policies with our locations across our three divisions including; restaurants, breweries and hotels, across the Atlantic Provinces. You will report directly to our HR Manager, and together works with our HR Team to ensure MHG locations achieve their Human Resource goals. As HR & Recruitment Coordinator, your key objectives will be to execute day-to-day requirements of MHG's recruitment and onboarding initiatives, payroll and benefits administration, and compliance to MHG policy and procedure as well as employee performance management programs and relations. Our HR team works closely with location management to ensure our teams are consistently meeting the strategic HR functions as set out by Murphy Hospitality Group.

Murphy Hospitality Group is a fast growing, dynamic company. Candidates must have experience working in an ever changing work environment with competing and shifting priorities. If you are keen to work in a role that covers a broad range of HR functions, in a fun environment with a company that is committed to hospitality, then apply today.

THE DUTIES - RECRUITMENT

- Develop recruitment collateral and materials consistent with the MHG employer brand - promoting MHG as a hospitality company of choice
- Act as lead in full cycle recruitment & hiring of team members across our three divisions
- Execute sourcing strategies to attract qualified candidates to fill open positions using creative techniques to source candidates locally and interprovincial through social media, networking and other creative methods - staying ahead of industry trends
- Work in coordination with MHG location managers to determine current and upcoming hiring needs
- Manage job postings and all external recruitment including but not limited to; MHG career website, social media, Linked In, job banks and career portals, etc.
- Must be comfortable with social media and digital advertising within social media platforms like, Facebook, Instagram, LinkedIn, etc.
- Responsible for maintaining MHG candidate tracking system
- Responsible for screening, scheduling and conducting interviews and reference checks to ensure MHG hires the best and top talent that connect with company culture and values
- Act as brand ambassador and face of MHG as they develop strategic relationships with colleges, universities and tourism/hospitality associations as well as attend college and career fairs
- Conduct job/career offers of employment

THE DUTIES - HUMAN RESOURCES COORDINATION

- Advise and assist management and employees on interpretation and administration of HR policies, programs, and relevant legislation
- Work with HR team to further develop and administer employee training/development programs including new hire orientation, performance reviews, exit interviews and coordination skills development sessions
- Respond to employee inquiries on HR policies and procedure, employee benefits and payroll administration
- Provide support to H&S committees and related programs
- Provide assistance in identifying process/system improvement opportunities to increase department efficiencies
- Work with the HR team to develop training materials and resources to ensure managers across our three divisions are provided the proper tools and resources
- Work to maintain and improve employee file maintenance and APT systems

THE MUST HAVE'S

- A degree or diploma in a relevant discipline is required. IE: Business Admin, Hospitality, Human Resources
- Demonstrated leadership and influencing skills with the ability to get things done
- Knowledge of human resources principles and practices
- Strong customer service skills to handle employee inquires, resolving any issues in a timely manner
- The ability to work under pressure to meet challenging deadlines
- Flexible, and able to think quickly and maintain a positive attitude and work ethic under pressure
- A motivated personality with a reputation of resourcefulness and a strong sense of accountability, take ownership of your work
- A keen ability to balance multiple assignments and tasks at the same time
- Previous experience in end-end recruitment and human resource
- Hospitality experience will also be considered an asset
- Must have impeccable organizational skills, and be a confident communicator (verbal & written)
- Ability to build a strong relationship with team members, managers and industry partners



THE REWARDS

Competitive industry wages • Health, medical, dental coverage
Growth and professional development opportunities • Wellness and Fitness programs

FOR MORE INFORMATION VISIT MHGPEI.COM • APPLY DIRECTLY TO OUR PEOPLE TEAM AT CAREERS@MHGPEI.COM