

## ABOUT THE POSITION

Terminal City Club is Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and one of Boardroom Magazine's 'Distinguished Clubs' with 'Iconic' status, we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

Our team of service professionals take care of our members and in turn, we take care of our team. For our employees, we thrive in a team oriented, member-first environment, offering competitive wages, extended benefits & pension, Club Fund bonus, staff events, development opportunities, hot meals daily, easy access to transit and more! If this sounds like a place you would like to be a part of, this opportunity may be for you.

As the full-time HR Coordinator, you are the "go-to" for all things employee related, working closely with the Human Resources Manager. Whether it is full-cycle recruiting, advising employees on our policies and programs or planning employee events, you are quick to adapt and provide support in an ever-changing role. You are known for your approachable style and solutions-based mindset and enjoy the uniqueness of the Club world.

## JOB RESPONSIBILITIES

As our HR Coordinator, you will have the opportunity to:

- Own all tasks related to our full recruitment cycle at TCC, including posting, sourcing/screening candidates, interviewing, and obtaining reference checks
- Develop efficient recruitment processes to ensure consistent practices across all departments
- Promote and take ownership of our Talent Scout new hire referral program
- Facilitation and continuous improvement of our Terminal City Club onboarding and new hire orientation programs
- Manage the flow of HR documentation, maintain related records in accordance with internal controls
- Benefits administration (including eligibility tracking, forms distribution and general Q&A for our team)
- Management of employee inquiries through our HR inbox and escalation of issues, as appropriate
- Assist with the design, implementation and ongoing delivery of Human Resource programs and initiatives
- Assist with the analysis of HR data, metrics and information to foster business insights and guide decision making

## REQUIRED SKILLS & EXPERIENCE

- 2 to 3 years of related experience in all functional areas of Human Resources
- CPHR designation is considered an asset
- Post-secondary education in Human Resources or equivalent experience
- Proficiency with Microsoft Office and Google suite
- Critical thinking abilities with strong problem-solving skills and sound judgement
- Thrive on multitasking with competing priorities, little oversight and quick turnaround times
- Able to readily identify and resolve process improvement opportunities
- Proven interpersonal and relationship building skills with a passion for exceptional customer service
- Exceptional verbal and written communication skills
- Detail oriented and extremely organized
- Flexible to work the occasional weekend, as required

## HOW TO APPLY

Please submit your cover letter and resume to: Rebecca Holt, Human Resources Director at [rholt@tcclub.com](mailto:rholt@tcclub.com).

*We thank all applicants for their interest; those being considered will be contacted.*