



Human Resources Manager – Hospitality

Position Overview:

The Muir Hotel and Delta Dartmouth Hotel are actively seeking a motivated and energetic **Human Resources Manager - Hospitality** that will partner closely with our hospitality teams for both hotel operations. This is an ideal position for a motivated and energetic Human Resources professional who is seeking career growth. Our organization has a growing hotel portfolio and the anticipated career path for this role will be to a Senior Manager/Director level in three years. If this career path aligns with your professional goals, we encourage you to apply today!

Job Summary:

Reporting to the Director of Human Resources, the Human Resources Manager - Hospitality will focus on providing effective human resources support to our hospitality team, liaising directly with the properties General Managers. This position will be a key business partner and will be heavily involved with our hotel recruitment, recognition and retention efforts, progressive discipline, performance management, training and development and day-to-day HR tactical work. The Human Resources Manager - Hospitality will provide effective guidance and support on all HR matters for our hospitality portfolio. They will collaborate with all levels of the organization while ensuring consistent application of HR policies and programs across the Company.

Job Accountabilities:

- Partner closely with hotel leadership to effectively manage all people matters across the hospitality portfolio.
- Guide and support the management team with performance management and progressive discipline issues.
- Conduct sensitive employee relation matters including investigations; liaising with legal team as necessary.
- Assist in the formulation and execution of recruitment efforts for hospitality, including full-cycle recruitment of key positions, with support from the Recruitment Advisor.
- Communicate effectively with internal stakeholders of varying levels across the organization.
- Support in scheduling and delivering new hire onboarding training sessions.
- Collaborate closely with hotel hiring management, payroll and HR team to ensure new hire onboarding is completed accurately and timely.
- Track and understand HR data and current market drivers for recruitment and retention; modify strategy accordingly.



- Assist in compensation and benefits reviews, employee progressions and changes.
- Develop, implement and deliver training and development policies and programs.
- Participate as directed in the hospitality Joint Occupational Health and Safety (JOHSC) programs.
- Demonstrate HR leadership by enhancing, embodying and communicating HR policies and procedures, including creating new policies and procedures as required.
- Ensure consistent application of HR policies and programs.
- Monitor legislative changes and HR market drivers including those related to immigration.
- Operate with the highest level of confidentiality and integrity on all HR files.

Job Qualifications and Experience:

- Undergraduate degree; certificate or diploma in HR Management or related area.
- Previous related experience in progressive HR positions.
- Prior experience in the hospitality industry is a significant asset.
- Advanced customer service skills.
- Strong attention to detail and commitment to accuracy.
- Effective communication and relationship building skills.
- A commitment to confidentiality.
- Knowledge of and ability to apply employment standards and human rights legislation.
- Effective organizational and time management skills with a focus on achieving deadlines.

Qualified applicants are invited to submit their resume and cover letter to humanresources@armourgroup.com. Given this role supports our hospitality assets at the Muir Hotel and Delta Dartmouth Hotel, it is an on-site based position.

While we thank all applicants only those selected for an interview will be contacted.

Our commitment to Diversity & Inclusion: We are an inclusive company and our ambition is to attract, recruit, and promote diverse talent.