



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Officer

<b>Job ID</b>	<b>34-43-0E-13-39-C0</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=34-43-0E-13-39-C0">https://careers.indigenous.link/viewjob?jobname=34-43-0E-13-39-C0</a>	
<b>Company</b>	Absolute Management Company Ltd.	
<b>Location</b>	Canmore, Alberta	
<b>Date Posted</b>	From: 2022-11-08	To: 2023-05-07
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	as soon as possible	
<b>Job Salary</b>	\$35 - \$38 Per Hour, 35 - 40 hour per week	
<b>Languages</b>	English	

### Description

Human Resources Officer

Our company, dedicated to representing the hosts in Canmore, is looking for an experienced Human Resource Officer to provide professional HR supports to our fast-growing property management team.

We are looking for an individual who has background in OTA (Online Travel Agency) industry and Human Resources work/educational background.

We are seeking for someone who is willing to grow with the company, tech-savvy & ambitious, and having an interest in social media, writing & editing is a plus.

#### Responsibilities

- Developing procedure and document SOP for the property management business
- Planning on the human resource aspect of property management department
- Preparing and implementing the recruitment process
- Training, supervising and Scheduling for the outsourcing contractors' team
- Assisting the manager on brand awareness, such as liaison with internet platforms for short-term rental business, travel agencies, services providers; hosting events online or in-person

#### Qualifications

- Five years of progressive experience in a Human Resources environment preferably in a tourism, OTA industry
- Bachelor's degree or Diploma with a Human Resources focus
- Ability to forge, grow and maintain positive relationships with multiple groups
- Strong communication skills, thoughtful, proactive, creative and pragmatic
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment
- Ability to work within tight deadlines and prioritization of work to achieve them
- Strong analytical, critical thinking, problem-solving skills, and a high degree of accuracy and attention to detail
- Strong customer service orientation
- Ability to travel to site on ad hoc basis

#### Compensation and Benefits

- Compensation is commensurate with experience, quality and production capabilities and is above industry average

Application Instructions: Only candidates being considered for an interview will be contacted directly. Unsolicited resumes and phone inquiries from 3rd party agencies will not be accepted.

Job Type: Full-time

#### Benefits:

- Flexible schedule
- 5 weeks paid vacation

Ability to commute/relocate:

- Canmore, AB: reliably commute or plan to relocate before starting work (required)

### How to Apply

Click "Apply Now"