

JOB TITLE: Human Resources Assistant

Department: HR

Wage Category: Seasonal

Availability: Monday to Sunday, all operational hours

Position: Seasonal Contract



JOB PURPOSE: The HR Assistant position plays an integral role in coordinating the recruitment and administration of staff throughout the park.

KEY DUTIES AND RESPONSIBILITIES

Schedule and assist managers in conducting seasonal staff interviews

Prepare job packages for new hires

Conduct onboarding sessions for new hires

Input staff info into various databases for payroll and HR administration

Bi-weekly payroll submissions, including employee tips and uniform deductions

Manage the uniform distribution process and manage inventory

Process terminations and maintain staffing statistics

General filing and clerical work

All other duties assigned or necessary

Responsible for maintaining all park standards and adhering to all park policies and procedures

QUALIFICATIONS AND REQUIREMENTS

1 + year of experience in Human Resources and recruitment or recent graduate with a degree/diploma in Human Resources.

Must be available to work weekends and holidays during the summer operating season. Hours can range from 9:00am –7:00 pm.

Must have a reliable source of transportation

Covid 19: Wet 'n' Wild follows Ontario's Health and Safety regulations and protocols

WORK ENVIRONMENT:

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. This position requires occasional work in or around wetness, confined spaces-cramped quarters, heights, noise, detergents/chemicals, mechanical hazards, moving objects, fumes/odors, dust, mists, gases, or vibrations. The noise level is generally moderate.

OTHER FUNCTIONS:

All other duties that is assigned or necessary in order to support the Operations Department and the park as a whole. While this job description is intended to be an accurate reflection of the requirements of the job, management reserves the right to add or remove duties when circumstances (e.g., emergencies, changes in workload, rush jobs, staff levels, or technical developments) arise.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and/stand/and walk for long periods of time throughout the day
- Requires occasional lifts and carries up to 60 pounds
- Requires occasional carries up to 100 pounds with the assistance of a two-wheel hand truck
- Requires manual and bi-manual dexterity, fine and gross motor skills, hand/eye coordination, near vision, hearing, and speech
- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. This position requires occasional work in or around wetness, confined spaces-cramped quarters, heights, noise, detergents/chemicals, mechanical hazards, moving objects, fumes/odors, dust, mists, gases, or vibrations. The noise level is generally moderate.

EQUAL OPPORTUNITY EMPLOYER

Wet'n'Wild Toronto is an equal opportunity employer committed to providing accommodations for applicants upon request at any stage of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

At Wet'n'Wild Toronto we appreciate all responses, however, only those qualified will be selected for an interview at this time.

WET'N'WILD TORONTO IS A DRUG FREE WORKPLACE