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Human Resources Intern, UNPAID position (April 2013)

Primary Location: Canada-Toronto-The Fairmont Royal York

Employee Status: Limited Term

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Human Resources Intern, UNPAID position (start date: April 2013)

The Human Resources Assistant – Student Position (unpaid), will allow the successful candidate to better understand the function of Human Resources in a Hotel environment. The position will assist the HR team in many functions and provide experience in a unionized environment.

Hotel Overview: Located in the heart of downtown Toronto, The Fairmont Royal York is within walking distance to the business and theatre districts and the city's best shopping and dining. Having hosted more than 40 million guests since it opened its doors in 1929, The Fairmont Royal York continues to represent the epitome of hospitality. With 1365 guest rooms, 70,000 square feet in 34 conference and banquet rooms, and over 1200 colleagues, The Fairmont Royal York depicts the elegance of its past while providing the finest conveniences for today's travellers.

Summary of Responsibilities:

Reporting to the Recruitment Manager, responsibilities and essential job functions include but are not limited to the following:

- Answer inquiries from employees and prospective employees
- Telephone inquiries including, verification of employment, references, and general information
- Fulfill the secretarial functions of the department including filing, distribution of mail, maintaining stationary supplies, ensuring smooth paper flow through the department
- Develop and maintain a confidential organized filing system for employee files, correspondence, policies, standards, regulations, and employment applications
- Maintain a follow-up file system
- Assist in the administration of staff relations activities such as Employee Accommodation Policy, Star Employee of the Month, Employee Long Service Awards, community fundraising, staff parties, Service Plus, etc. as required.
- Make new badges for employees
- Letters of employment
- Assist with recruitment responsibilities when required
- Maintain and create employee communication boards
- Assist with conducting applicant reference checks

Qualifications:

- Enrolled in a Human Resources Program or Hospitality Program with a major in HR
- Basic computer skills including Microsoft Word, Excel and other windows based applications

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- Ability to multi task in a busy office environment
- Must demonstrate excellent interpersonal skills
- Must be available to work 8:30-5 at least 4 days/week (Monday to Friday)
- Must be covered with WSIB through current school

APPLY TODAY: Whether you're launching your career or seeking meaningful employment, we invite you to visit www.fairmontcareers.com to learn more about Fairmont Hotels & Resorts and the extraordinary opportunities that exist!

ABOUT FAIRMONT HOTELS & RESORTS

At Fairmont Hotels & Resort we offer our guests the finest hospitality experience in each of our destinations. And we know that, to offer our guests the best, we first need to offer our employees the best. That's why you'll find exceptional work opportunities - throughout North America and the Caribbean, Europe and Africa, the Middle East and Asia Pacific - as well as industry - leading training, career development, recognition and rewards. Fairmont Hotels & Resorts is a celebrated collection of hotels that includes landmark locations like London's The Savoy, New York's The Plaza, and Shanghai's Fairmont Peace Hotel. Our teams are guided by values of Respect, Integrity, Teamwork and Empowerment; we employ the highest ethical and quality standards, treating all colleagues with fairness and dignity. A community and environmental leader, Fairmont is also regarded for its responsible tourism practices and award - winning Green Partnership program. An exciting future awaits!

Job Level: Colleague

Schedule: Full-time

Shift: Day Job

Travel: No

Closing Date: 05.Apr.2013, 11:59:59 PM

Job Number: RYH00276

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