

Administrative Coordinator, Casting

Brookstreet Hotel, Ottawa



This 276 room luxury hotel is located in the heart of Ottawa's high tech community and is guaranteed to offer unique experiences for guests and employees alike. Are you ready to break the bonds of typical chain-affiliated hotel regimes and drive innovation in your area of expertise?

This is an exciting opportunity for a passionate and creative aspiring individual with result focus. Supporting the Director and Manager of Casting, the Administrative Coordinator will collaborate with leaders and partners to facilitate the smooth operation of the administrative aspects of the human resources function within the Hotel.

Requirements

- Minimum of two years' experience in an administrative position.
- College Degree; preferably in an administrative field.
- Must have a high level of attention to detail and the ability to multitask.
- Must be able to maintain a high degree of confidentiality.
- Well-developed written and verbal communication skills.
- Computer proficiency; specifically with Microsoft Office (Excel, Windows, Outlook, PowerPoint and Publisher)
- Proven ability to work in a fast paced work environment while executing delegated tasks and assignments.
- Highly motivated self-starter focused on quality, organization, integrity, guest service and teamwork.
- Ability to work independently and as part of a team.
- Event planning experience is an asset.
- Be able to work 8:30am to 5:00pm, Monday through Friday, and be available for occasional days for special events.

Job Profile

- Providing administrative support for all aspect of human resources including recruitment, benefits, employee training, employee communication, employee events and recognition programs as well as health and safety.
- Answering a wide variety of inquiries from co-workers and from prospective employees, in person and over the telephone.
- Composing correspondence as required i.e. bank letters, employment letters, mail merges and response letters.
- Managing all office administration duties (office equipment, supplies, forms, employee lockers, orientation preparation) ensuring smooth paper flow and maintaining the orderliness of the office.
- Managing our internal communications plasma screen.
- Aid in the creation of policies and forms.
- Planning logistic of employee events (Gala, Christmas Party and meetings).
- Other duties and tasks as assigned by the Director and Manager of Casting.

Email your resume to resume@brookstreet.com or visit us at our Open Casting Call every Friday between 1:00 - 4:00 p.m. at Brookstreet Hotel, 525 Legget Drive, Ottawa K2K 2W2.