



Posting Date: October 9, 2016

Job Posting: Employment Manager
Reports to: Vice-President of Human Resources

ilani
Ridgefield, WA

Pledge for Success:

We are dedicated in hiring outstanding individuals who share in our commitment and passion in serving our guests. Ambition, dedication, attention to detail, and a warm smile are all winning characteristics that lead to the spirit of who we are.

Position Summary:

Manages all recruitment and staffing efforts for the property.

Primary Duties and Responsibilities:

- Promotes superior guest service.
- Must possess excellent inter-personal skills with an ability to foster a supportive and enabling team environment.
- Must interact with all applicants, employees and department heads, complete all appropriate documentation and follow-up with candidates for employment.
- Confers with managers and supervisors to ensure that all hiring and employment practices comply with state and federal laws, and tribal ordinances.
- Manage, support, and track recruiting strategy.
- Ensures that the Employment Specialists implement strategies for gathering qualified applicants that adhere to the ilani culture.
- Develops and maintains sourcing partnerships.
- Helps applicants and employees with applicant tracking system (ATS) while assigning passwords and managing the system.
- Reviews applications and determines the applicant's qualifications and suitability for employment.
- Schedules and conducts pre-screening interviews with candidates on a daily basis as well as managing ATS software.
- Review and maintain updated job descriptions.
- Manages the onboarding process.
- Manages the employee gaming license process and ensures compliance with state and tribal gaming authority regulatory requirements.
- Performs other related duties as assigned.

Qualifications:

Applicant should have a "can do" approach and be able to recruit similar attitudes. Demonstrated ability in behavioral interviewing techniques. Four (4) year degree from an accredited university or equivalent combination of education and experience. Three years of supervisory experience in recruitment and interviewing plus knowledge of employment laws. Strong Microsoft office experience. Previous Applicant Tracking System (ATS) and Human Resource Information System (HRIS) preferred. Ability and willingness to learn ATS and HRIS. Human Resource Certification a plus (PHR/SPHR or SHRM-CP/SHRM-SCP).

Employer Contact: Al Muma, amuma@ilani resort.com

www.ilaniresort.com