

Human Resources Officer

Are you a hands-on HR professional looking for your next opportunity?

Do you thrive in a dynamic, fast-paced work environment?

If your answer is "YES", then The Inn at Bay Fortune might be the right fit for you!

The Inn at Bay Fortune is home to a five-star, farm-to-table culinary experience known as *the FireWorks Feast* in rural Prince Edward Island. We serve guests locally sourced, live-fire-cooked food seven nights per week from May to October. Most of our guests will spend the night in one of our luxury country-style rooms and enjoy an à la carte breakfast the next morning before heading out on their next adventure. Between our on-site culinary farm, 64-seat dining room, and 21 room inn, our historic little destination boasts over 90 seasonal employees. Our Human Resources Officer works year-round to maintain our exceptional workplace culture and ensures our employees are equipped for success.

Job Details

- **Job Type:** Permanent full-time, hybrid. However, the HR Officer is expected to be on-site full time at our location in Fortune, PE during the months that we are open to the public.
- **Schedule:** 37.5-40 hours per week. Weekends as needed during the open season.
- **Start Date:** mid-January 2026
- **Reports To:** Chief Operations Officer
- **Work Conditions:** Close-knit office, 21-room inn with no elevators, culinary farm, busy kitchen, combination of indoor and outdoor culinary venues.
- **Starting Salary:** \$62,400.00 annually, subject to negotiation.
- **Health Benefits:** 50% employer paid: Life Insurance, Health Insurance, AD&D, Critical Illness, Extended Health Insurance, Dental & Vision Care.
- **Other Benefits:** Vacation time of 3 weeks. Complimentary staff meals every morning and afternoon during the open season. Access to an Education Fund, up to \$1,500.00 per year for approved training & development opportunities.

Responsibilities

The Human Resources Officer oversees and manages all HR functions at The Inn at Bay Fortune, including but not limited to:

Recruitment & Selection

- Managing job advertisements
- Screening candidates
- Conducting interviews
- Sending & receiving offer letters

Occupational Health & Safety

- Overseeing the Joint Occupational Health & Safety Committee
- Leading workplace investigations
- Managing claims with the Workers' Compensation Board

Education, Training, and Career Planning

- Tracking employee certificates, such as Standard First Aid, WHMIS, and Food Safety
- Organizing off-season leadership activities
- Assisting employees with training & development opportunities
- Managing claims with SkillsPEI

Performance Management

- Overseeing the performance review process
- Providing regular coaching & guidance to managers in HR-related matters
- Spearheading progressive discipline
- Developing performance incentives

Workplace Engagement and Wellbeing

- Organizing company events such as the year-end staff party and the annual Orientation Day
- Ensuring compliance with local legislation
- Maintaining corporate policies & procedures
- Mediating difficult conversations
- Investigating workplace complaints
- Health benefits administration and managing the total compensation package

Qualifications

Education

- Post-secondary education in a business field, such as administration or management.
- Post-secondary education in Human Resources management is an asset.
- Chartered Professional in Human Resources designation is an asset.

Experience

- 4+ years of experience working in Human Resources roles.
- Experience working in the hospitality industry, particularly with hotels and restaurants.
- Experience working as a Human Resources Generalist in the hospitality industry is an asset.

Skills/Success Factors

The ideal Human Resources Officer...

- Is research-oriented, a critical thinker and a problem solver.
- Takes initiative; spearheads HR projects with a sense of urgency and an open mind.
- Maintains confidentiality and embodies our corporate values.
- Is punctual, self-motivated and organized; comfortable working both alone and in a busy office environment.
- Possesses strong attention to detail and time management skills; works well under pressure.
- Exhibits a strong professional and positive attitude.
- Demonstrates a willingness to learn and adapt to the ever-changing needs of the organization.
- Collaborates effectively with team members; leads with empathy and understanding.
- Possesses a strong understanding of business and labour laws and HR best practices.
- Handles difficult conversations effectively.
- Is familiar with health benefits administration.

How to Apply

Please send your resume and cover letter by email to careers@innatbayfortune.com.



758 & 391 Route 310
Fortune, Prince Edward Island C0A 2B0, Canada
+1 (902) 687-3882
<https://innatbayfortune.com/>

Our Recruitment team reviews each application carefully, and we will reach out to you by phone or email if we are interested in your application.

Diversity, Equity, Inclusion, and Accommodation

The Inn at Bay Fortune is committed to fostering an inclusive workplace where everyone is treated with respect and dignity. We hire the most qualified candidates regardless of race, creed, colour, age, sex, national or ethnic origin, religion, sexual orientation, gender identity or expression, marital status, disability, or other characteristics.

If you require accommodation for any part of this hiring process, please send your **confidential** request to the email above.

Thank you for considering this opportunity, we'd love to receive your application!