



## serv·ice

/ˈsɜrvəs/ 

*noun*

1. the action of helping or doing work for someone.  
"millions are involved in voluntary service"  
*synonyms:* favor, kindness, good turn, helping hand; [More](#)

At B·HOSPITALITY, our mission is to exceed service expectations at all levels of our business. Is *YOUR* mission the same? If so, we're looking for folks just like you to share your passion and enthusiasm for service with the world...or maybe just the quad-cities area to start.

Our ever-growing team requires the services of a fulltime

### Human Resources Administrator

#### What you will be doing:

The Human Resources Administrator will provide general HR support with a focus on payroll & benefits administration while supporting BHospitality's vision and purpose. This position is responsible for carrying out responsibilities in all of the following functional areas: payroll, benefits, Human Resource Information System administration (RISE), attendance management, and department administration.

#### Who we're looking for:

- **Payroll professionals** - In this role, providing knowledge of and experience with applicable payroll laws is the key to success. Warm, welcoming and amazing service to our team has to be your thing.
- **Communication all stars** – Perhaps you are a mind reader, but we sure aren't. You'll need to be pro-active at communicating, diligent with details and work tactfully with highly confidential information so we can work together to be our best selves.
- **Organization Guru** – We are a high volume, fast-paced business and industry, to be successful you must enjoy juggling multiple priorities, be innovative with good problem-solving skills and love operating under pressure to meet deadlines.

#### Why you want to work here:

- A job well done will be noticed (you're not a small cog in a big wheel here!)



- It's been your dream to work with an ever-growing, changing business and you crave delivering excellence.
- You are looking for an outlet for your confidence, enthusiasm and drive.

To apply please submit a cover letter and resume to [HR@CAMBRIDGEHOTEL.CA](mailto:HR@CAMBRIDGEHOTEL.CA) with HUMAN RESOURCES ADMINISTRATOR in the subject line.