

# McDonald's AJAX is looking for a People Administrator

## [Internal Advertisement]

The successful candidate will work closely with our Supervisor and Office Administrator to ensure the highest level of accountability to our managers and crew regarding their training, reviews and records. The People Administrator will maintain accurate records of all people activities and monitor and record training. They will be responsible for hiring and orientation of new staff. They will be the person who knows WHEN, WHAT, and HOW regarding the staff of McDonald's AJAX.

Responsibilities include:

- ✓ Ensuring all restaurants' people responsibilities are completed:  
e.g. managers and crew training, service awards, Our Lounge, treat days
- ✓ Being the lead for Goal Standard Launches, which includes Pricing
- ✓ Monitoring and ensuring all manager and crew reviews are done in a timely manner
- ✓ Coaching managers and crew to satisfy the administrative requirements of their roles
- ✓ Managing managers' leave, sick and stat days
- ✓ Ensuring staffing levels are maintained at each restaurant
- ✓ Hiring and orientation of new staff
- ✓ Being the Community Relations Manager

The ideal candidate will be:

- Friendly (with a winning smile) and have the ability to work collaboratively with people: Owner, Supervisor, Administrator, Managers, Crew
- Detailed-orientated and highly organized
- A self-starter, able to work without supervision
- A great communicator (in writing and orally)
- Able to manage their time effectively and meet deadlines
- Able to demonstrate advanced-level computer and internet skills
- Able to demonstrate relevant training and/or experience in the required areas

**Starting salary:** Commensurate with experience and qualifications

**Deadline for applications:** December 26, 2016

**Start date:** February 1, 2017

**This application is open to staff, family and friends of McDonald's AJAX.**

If you believe you have the required skills and attributes for this position and are interested in joining the McDonald's AJAX Team, kindly submit an application – comprising a cover letter and your resume – to [robynjacobson@rogers.com](mailto:robynjacobson@rogers.com)

