

HUMAN RESOURCES MANAGER - HRM/05/2023, AYIA NAPA

Company Description:

On behalf of our client, a long-standing Group of Hotels and Resorts, with presence in Cyprus and abroad, we are seeking to recruit a high caliber and motivated individual for the position of Human Resources Manager, who will be based at our client's premises in Ayia Napa.

Job Duties:

Reporting to the hotel's General Manager, the successful candidate will be responsible for the overall administration, coordination and evaluation of the human resource function of the hotel. More specifically, he/she will be responsible to:

- Develop, implement and monitor the HR strategies, systems, policies and procedures
- Lead and manage the recruitment and selection process as well as support the current and future business needs through the development, engagement, motivation and retention of staff
- Maintain department records and reports
- Maintain the hotel's training program as per SOP, evaluate and process training requests
- Evaluate efficiency of training programmes and present results to management
- Contact various internal and external seminar providers and any associated competent authorities & departments (HRDA, CCCI, Ministries etc)
- Ensure that new employees are introduced in the hotel according to relevant procedures and policies
- Ensure implementation of hotel's vacation and absences policy
- Co-operate with the Hotel / Company's General Manager and the Departmental Managers for the evaluation of performance, the promotions and transfers of the employees
- Handle employment issues
- Review the monthly salaries report
- Oversee and coordinate with management the on-going motivation and support of staff
- Complete additional duties as assigned by the Hotel and/or Company's General Manager
- Conform to the Company's and Hotel's IMS procedures and safe working method statements.

Qualifications:

- A Bachelor's and/or Master's Degree in Human Resources Management or any other relevant field
- A minimum of 3 years of working experience in a position with similar responsibilities
- Proficiency in both the Greek and English languages
- Computer literacy (MS Office)

Personal Characteristics:

- Competence to build and effectively deal and manage interpersonal relationships at all levels
- Outstanding communication and interpersonal skills
- Resourceful with excellent problem-solving skills
- Ability and willingness to work under pressure and meet tight deadlines
- Capability to organize activities and task
- Be a good judge of character and have a sense of fairness
- Professionalism, integrity, energy

Benefits:

The Company offers an attractive remuneration package based on qualifications and experience.

Submission of applications no later than **15th of June 2023**.

All applications are to be directly submitted through KPMG website by using this [link](#).

Only successful applicants will be contacted.

All applications will be treated in strict confidence.