

ASSISTANT HR MANAGER

The 4* family-owned Westport Hotel Group are currently recruiting for an Assistant HR Manager to join our busy team. You will work closely with the HR Manager and team to support the communication and implementation of all Human Resources activities across the Hotel Group.

Responsibilities

- Provide personnel policy and procedure guidance to employees and management.
- Maintain up-to-date knowledge of employment law and compliance requirements.
- Assist with origination of Training & Development Initiatives.
- Develop and maintain talent management processes.
- Collaborate with the human resources team to develop effective recruitment strategies including identifying headcount requirements.
- Assist with monitoring employee morale and Company culture.
- Maintain employee personnel records.
- Conduct exit interviews and recommend corrective action if necessary.

Skills & Experience

- 2 years human resources management experience in a busy, high growth hospitality environment.
- Systems Proficiency
- Knowledge of current employment laws and regulations.
- Confidentiality - understanding and respecting the requirements that come with this position.
- Excellent communication and interpersonal skills.
- Strong coaching and mentoring skills with ability to build relationships at all levels.
- Previous experience with processing and understanding payroll is desirable.

In return we offer our team:

- Competitive salary
- Excellent career progression opportunities within the Westport Hotel Group
- In-house training provided by qualified professionals

- Employee Assistance Programme and Wellbeing Supports
- Free leisure centre membership
- Staff and family discounts
- Employee Recognition Awards
- Free meals on duty