



## HUMAN RESOURCE MANAGER

As a Human Resource Manager, you will be responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are realized. Therefore, the duties include:

- Maintaining the work structure by updating job requirements and job descriptions for all positions.
- Maintaining organization staff by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interview; **training and coaching**; recommending changes.
- Preparing the employees for assignments by establishing and conducting orientation, and training programs.
- Ensuring planning, monitoring, and appraisal of employee work results by managers in each venue to coach and discipline employees, counseling employees and supervisors.
- Maintaining employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management.
- Ensuring **legal compliance** by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, representing the organization at hearings.
- Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintaining historical human resource records by designing a filing and retrieval system, keeping past and current records.
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Developing and implementing human resource strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands from manager each venue and department as well general manager grievances or other issues.



- Responsible for all **working permit/visa permit** all foreigners in each venues and central.
- Ensuring expatriate employee visas do not expire by making a due date as timeline.
- Communicate with general manager for all issues in each venue.

Job Requirements as follows:

- Candidate must possess at least a bachelor degree, preferably majoring in Human Resources / Psychology from reputable university.
- Proven knowledge about human resources in hospitality area, especially hotel and restaurant.
- Experience in human resource area both coordinator and manager at least **5 years**.
- Experience in providing and giving **training and coaching** to the employee.
- Excellent command in English, ability to use another foreign language is a plus.
- Professional certification is a plus.