



ENORME
HOTELS & VILLAS



JOIN OUR
TEAM!

HR MANAGER

Enorme Hotels & Villas was established in 2017 & specializes in providing high level integrated hotel management services. So far, the company has a significant development with full management signed contracts and for 2024, is expecting to manage a number of employees that will exceed 400 people, as two more renovated hotels will integrate in Enorme family.

Therefore, we are in the process, to search & hire a HR Manager with excellent communication skills, who will join the Enorme Hotels & Villas team and will be able to contribute to the search of the ideal staff, in the right position, as well as in development of existing employees.

Responsibilities

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Representing the company at career days
- Communicating with colleges & academies globally
- Hiring the ideal staff and ensure efficient and high-quality coverage of vacancies during the recruitment period
- Disengaging employees, in case of non-compliance, of company's policies, after evaluation with the Hotel Manager
- Maintains ongoing communications with perspective new hire candidates to make sure they will eventually join the company as agreed
- Monitoring employee performance & evaluating the employees twice of year
- Planning, supervising, and coordinating work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations
- Ensuring implementation of payroll and benefits administration, based on the budget company's
- Securing accurate and proper record-keeping of employee information in the software
- Providing counseling on company policies, procedures and labour regulations
- Implementing systematic staff development procedures
- Communicating with staff about issues affecting their performance.
- Serving as a liaison, between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems

Qualifications

- Bachelor's degree in a related field
- Minimum of 5 years' experience in HR department of a Hotel chain
- Experience in building relationships with diverse groups of people at all levels of the company
- Additional training/certification in Payroll Management – may be advantageous.
- Experience as a Skills Development Facilitator – may be advantageous.
- Able to engage in meaningful negotiation and resolution.
- Knowledge of employment legislation.
- Excellent verbal and written communication skills of Greek & English Language

Benefits

- Competitive remuneration package
- Professional working environment
- Continuing education & training
- Year-Round work

Interested applicants should apply a Curriculum Vitae at hr@enormehotels.com

All applications will be treated as strictly confidential.

All open positions can be found at www.enormehotels.com/careers

