

## Assistant Manager Human Resources

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Company: Maïen Almadina for hotels

Location: Medina

Category: other-general

### Company Description

Maïen Almadina is a hotel management company that operates several hotels in Medina, including Finda Hotel, Valy Hotel, and more projects currently under planning and development. Established in June 2023, Maïen Almadina is part of the Almohaisen Group for Hotels and Resorts. The hotels are proud to provide integrated services to visitors of the Prophet Mosque (PBUH).

### Role Description

This is a full-time on-site role for an Assistant Manager Human Resources located in Medina. The Assistant Manager Human Resources will be responsible for various day-to-day HR tasks, including recruitment, onboarding, development and training programs, performance management, employee relations, and HR compliance.

### Qualifications

Strong knowledge of HR processes and procedures

Experience in recruitment, onboarding, and employee development programs

Strong conflict resolution and employee relations skills

Ability to multitask and prioritize assignments to meet deadlines

Excellent written and verbal communication skills, including proficiency in English and Arabic languages

Knowledge of labor laws and regulations in Saudi Arabia

Bachelor's degree in Human Resources Management, Business Administration, or related field

Professional certification in Human Resources (e.g. SHRM-CP, HRCI, CIPD) preferred

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