

## Cluster HR Manager (Saudi National Only)

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Company: Bay La Sun Hotel & Marina

Location: Saudi Arabia

Category: other-general

### **Job Purpose:**

Cluster HR Manager is responsible for providing first-class employee relations services to the hotel to deliver an excellent staff experience while assisting with Human Resources strategy and deliver an excellent staff experience. Cluster HR Manager will also be required to manage succession planning and assist the Organization with strategy.

### **Key Responsibilities:**

- Provide and deliver first-class employee relations services to the hotel Staff and Management.
- Assist Organizational Human Resources strategy.
- Manage succession planning with senior managers during the bi-annual appraisal process.
- Manage employee relations issues in the hotel in a confidential manner, including disciplinaries, grievances, and capability.
- Support managers to ensure success of their teams.
- Ensure recruitment and selection process is adhered to and ensure that appropriate immigration checks are carried out.
- Support the hotel with departmental training requirements.
- Oversee recruitment processes, including sourcing, interviewing, and hiring candidates for various roles. Develop strategies for Localization, Talent retention, and succession planning.
- Implement performance management systems and processes to assess employee performance, provide feedback, and facilitate goal setting and career development.
- Identify training needs within the cluster and develop training programs to enhance employee

skills and competencies. Facilitate learning and development initiatives to support career growth and succession planning.

- Develop and implement initiatives to enhance employee engagement, satisfaction, and morale within the cluster. Foster a positive work culture and sense of belonging among employees.
- Ensure completion of management reports for head office and region
- Control costs when possible and assist in meeting hotel/departmental financial targets.
- Ensure pay reviews/absence monitoring/wage queries are managed in line with company guidelines.
- Ensure completion of training for hotel security, fire regulations and other health and safety legislation
- Work with local organizations and schools to promote the hospitality industry.
- Assist and resolve team member and management queries.

Perform other responsibilities and tasks as directed by the Line Manager in order to meet organizational objectives.

**Qualification and Experience:**

Bachelor's degree in human resources, or related fields.

**Years Of experience:**

3+ years in the same role or Assistant Training Manager

**Languages:**

High level of Spoken and Written Arabic and English

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