

# Saudi Arabia Jobs Expertini®

## Human Resources Executive

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Company: Kerten Hospitality

Location: Saudi Arabia

Category: other-general

Kerten Hospitality (KH) is an end-to-end lifestyle hospitality operator creating bespoke destinations, experiences and communities while optimising operations and driving profitability for savvy investors with a strong commitment to sustainability. KH transforms destinations through impactful partnerships with Food & Beverage, Retail, Entertainment, Art and Wellness brands with a focus on building Ecosystems, and unique community-centric destinations, which connect International & local travellers. The Group's current pipeline includes 50+ projects and 4,500 room keys the Middle East, Europe, and North Africa region.

### ABOUT THE PROPERTY

#### **Dar Tantora, The House Hotel – An earth-built community in AIUla**

With its labyrinth of tightly packed streets, hundreds of mudbrick buildings, and a colossal watchtower fort, Dar Tantora, The House Hotel, is in the heart of AIUla's Old Town, one of Saudi Arabia's most impressive heritage sites. The exclusive community, composed of 30 dur, a café, restaurant, cigar lounge, spa, numerous bespoke retail stores will become the most sought-after earth friendly, low impact sustainable heritage eco sanctuary, where the goal is to create an experience, with workshops and activities that showcase the importance of the destination in history where as the region's newest destination lies Cloud 7 Residence Alula, Dar Tantora's sister property where guests can choose a short or a long visit to stay in an affordable Lodge whilst exploring the wonders of AIUla

### ABOUT ALULA

**Take a journey through time in the world's largest living museum.**

AIUla, at the forefront of the Vision 2030 plan initiated by the Saudi government to modernize the country, the AIUla project is part of a series of major projects to diversify its economy and raise its profile from an international perspective. is part of a series of major projects to diversify its economy and raise its profile from an international perspective. The cornerstone of the Kingdom's cultural and touristic ambitions, the AIUla project will develop an archaeological, cultural and touristic complex - an open-air living museum. This major investment aims to make the AIUla region one of the Kingdom's cultural capitals. By showcasing the region's stunning heritage – millennium-old archaeological sites, breathtaking landscapes – Saudi Arabia intends to retell its great history.

#### JOB DESCRIPTION

#### ASSET & EXPERIENCE:

Exceptional analytical and problem-solving skills

Experienced in mediation and conflict resolution processes.

Positive, go-getter attitude

Expert stress management skills and ability to make important decisions under pressure.

Highly computer literate in Microsoft Suite

A proven strong interpersonal skill, keen to motivate and effectively educate and connect department managers and employees regarding all HR matters.

#### PEOPLE:

Continually educate employees on company and keep employee handbook current.

Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.

Coordinate and direct work activities for managers and employees

Promote a positive and open work environment where employees feel comfortable speaking up.

Understand and adhere to all labour laws.

Facilitating the onboarding process for new hires.

Conducting induction programs to provide information about the company, its policies and procedures.

Searching and sourcing candidates through various channels such as job boards, social media, referrals, and other sources.

Conducting HR-round interviews with candidates and assessing their skills, qualifications, and suitability for the role.

Maintaining a detailed record of the company's employees.

#### COMMUNITY:

Maintain a professional and friendly relationship with other departments, team members, and guests.

Introducing new employees to their colleagues and managers.

#### GROWTH:

Support Kerten Hospitality team members in the strive for continued growth.

Contribute to a working environment that fosters professional growth.

#### EXPERIENCE & SKILLS

Bachelor's degree in human resources, business administration, finance, or related field

2+ years of management experience in HR

Highly computer literate in Microsoft Suite (especially Excel)

Excellent written and verbal communication skills in English and Arabic.

#### JOINING OUR TEAM MEANS

**Competitive Compensation:** A rewarding package tailored to your experience.

**Career Growth:** Opportunities for advancement within our dynamic organisation.

**Inclusive Environment:** A vibrant and inclusive workplace that encourages collaboration.

**Cross References and Citations:**

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