



## Cardo Hotels – HR Manager

### JOB DESCRIPTION

**Job title:** Hr Manager

**Reports directly to:** General Manager

#### Overall Job Purpose

The HR Manager is responsible for developing and implementing human resources strategies and initiatives that align with the organization's overall business objectives. This role oversees all aspects of talent management, employee relations, performance management, learning and development, employee engagement, compensation and benefits, and compliance with labor laws and company policies.

#### Competencies

- Great Organizational skills
- Customer service-oriented
- Excellent interpersonal skills.
- Creative thinking
- Problem solver
- Positive approach
- Decision Making
- Employee Engagement
- Emotional Intelligence
- Negotiation Skills

### **Qualifications, Skills & Experience**

- Bachelor's degree in Human Resources, Business Administration, Hospitality Management, or a related field.
- Minimum 5 years of progressive HR experience, preferably within the hospitality or luxury hotel industry.
- Strong knowledge of employment legislation, HR policies, and hospitality workforce practices.
- Proven experience in recruitment, employee relations, performance management, learning & development, and succession planning.
- Experience managing a diverse and multicultural workforce in a fast-paced operational environment.
- Strong understanding of labor cost management, workforce planning, and employee engagement initiatives.
- Excellent leadership, interpersonal, communication, and stakeholder management skills.
- Proficiency in HRIS platforms and Microsoft Office Suite.
- Ability to maintain confidentiality, exercise sound judgment, and manage multiple priorities effectively.

### **Additional Information**

- Previous experience within an international hotel brand or luxury hospitality environment is highly preferred.
- Experience working in a multicultural and diverse workforce.
- Strong understanding of employee engagement and employer branding initiatives.
- Ability to support operational departments in a fast-paced, guest-focused environment.
- Availability to work flexible hours when required to support business needs.
- Passion for people development and creating an exceptional employee experience.
- Demonstrated ability to build strong relationships across all levels of the organization.
- Commitment to fostering an inclusive, respectful, and high-performance workplace culture.

### **Salary**

- Annual gross salary: €40,000 - 45,000 - depending on experience and qualifications.
- Annual incentive bonus.
- Company welfare and employee benefits.

<http://cardohotels.com/>