

Accommodation / Human Resources Coordinator

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Company: Tanqeeb

Location: Manama

Category: other-general

An Accommodation / Human Resources Coordinator is responsible for managing HR administration and Team Member Accommodations responsibilities to deliver an excellent staff experience while supporting employee relations and departmental goals.

What will I be doing?

As an Accommodation / Human Resources Coordinator, you are responsible for managing HR administration and Team Member Accommodation responsibilities to deliver an excellent staff experience. An Accommodation / Human Resources Coordinator will also be required to interface with the HR system and support employee relations. Specifically, you will be responsible for performing the following tasks to the highest standards:

Manage Team Member Accommodation

Manage HR administration such as contracts, letters and personnel files

Ensure accurate information is fed into the bespoke HR system

Assist with employee relations issues in the hotel in a confidential manner, including disciplinarys, grievances, and capability

Ensure recruitment and selection process is adhered to and ensure that appropriate immigration checks are carried out

Help achieve departmental goals

Supporting the hotel with departmental training requirements including inductions, work experience, careers fairs, and training materials

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

Assist and resolve team member and management queries

What are we looking for?

An Accommodation / Human Resources Coordinator serving Hilton brands is always working on behalf of our Guests and working with other Team Members. To successfully fill this role, you should maintain the attitude, behaviours, skills, and values that follow:

Previous experience in Human Resources

Positive attitude

Good communication and people skills

Committed to delivering a high level of customer service, both internally and externally

Excellent grooming standards

Flexibility to respond to a range of different work situations

Ability to work under pressure

Ability to work on their own or in teams

It would be advantageous in this position for you to demonstrate the following capabilities and distinctions:

Knowledge of hospitality

Arabic Speaker is an advantage

What will it be like to work for Hilton?

Hilton is the leading global hospitality company, spanning the lodging sector from luxurious full-service hotels and resorts to extended-stay suites and mid-priced hotels. For nearly a century, Hilton has offered business and leisure travelers the finest in accommodations, service, amenities and value. Hilton is dedicated to continuing its tradition of providing exceptional guest experiences across its global brands. Our vision “to fill the earth with the light and warmth of hospitality” unites us as a team to create remarkable hospitality experiences around the world every day. And, our amazing Team Members are at the heart of it all!

Work Locations

Hilton Bahrain

Schedule

Full-time

Brand

Hilton Hotels & Resorts

Potential Benefits

Housing, Transport, Additional benefits as per company policy

Job

Human Resources

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