

## Human Resources Officer - InterContinental Regency Bahrain

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Company: Tanqeeb

Location: Manama

Category: other-general

About us:

As the world's largest family of luxury hotels, we all take great pride in being genuine ambassadors of the InterContinental® brand.

Shaped by decades of international know-how and local insights, our passion for luxury travel spans cultures and customs. Inspiring us to create warm and sophisticated experiences for those seeking a richer perspective on the world. Each of our hotels cultivates a distinctive style and ambiance where we embrace every opportunity to give our guests a personal and enriching experience.

If you'd like to embrace a wider world of experiences and opportunities, we'd like to welcome you to the world's most international luxury hotel brand.

Located in the business and leisure hub of the city, InterContinental® Regency Bahrain offers its guests the perfect location from where to explore the exciting face of Manama. The hotel offers spacious rooms including 4 club floors and 36 luxurious suites. Each room is designed to meet the needs and the expectations of the modern traveler. From sophisticated dining experiences to a taste of traditional romance, InterContinental® Regency Bahrain offers its guest new tastes and unique gourmet treats. With a wide selection of dining options ranging from international, Italian, steakhouse and lounges,

InterContinental® Regency Bahrain promises to delight your palate.

Your day to day:

We are looking for a skilled and passionate **Human Resources Officer** who will be responsible for administrative tasks related to all Human Resources functions in a professional and confidential manner and you'll contribute to making the company a better place to work.

What we need from you:

Arabic speaker required

Proven experience as HR officer, administrator or other HR position

Outstanding organizational and time-management abilities

Excellent communication and interpersonal skills

Strong ethics and reliability

Administrative skills

Proficient in MS Office

At least University Graduate

What we offer:

You'll join a team passionate about delivering memorable experiences that make our guests feel special, making InterContinental® Regency Bahrain a great place to work. In return we'll give you a competitive financial and benefits package.

As a sneak peak, here are some of our benefits you will enjoy:

Competitive salary

Monthly service charge

Fully furnished accommodation with free internet, lounge and gym facility

Employee meals (breakfast, lunch, dinner and tea break) at our Flavours Cafe

Opportunities for promotion and transfer across the IHG hotels

30 days vacation leave plus 14 days public holidays per year

Discounted international/worldwide room rates for yourself, family and friends

Employee recognition programmes

Access to free online courses including Harvard Managed Mentor modules

If you feel that you've got what we are looking for, apply now!

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