

**Supervisor-Human ResourcesGov Relations BahrainiNational**

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Company: MARRIOTT International

Location: Manama

Category: other-general

**JobNumber**

**JobCategory** HumanResources

**Location**Sheraton Bahrain Hotel, 6 Palace Avenue, Manama, Bahrain, BahrainVIEW  
ONMAP

**Schedule** Full-Time

**LocatedRemotely?** N

**Relocation?** N

**Position Type** Non-Management

**PositionSummary**

Assist in monitoring/tracking employee relations issues including resolution and follow-up. Assist and support management and the leadership team with handling and resolving Human Resources issues. Monitor all hiring and recruitment processes for compliance with all local, state, and federal laws and company policies and standards. Inform Human Resources

management of issues related to employee relations. Respond to questions, requests, and concerns from employees and management regarding company and Human Resources programs, policies and guidelines. Disseminate information to employees related to employer-employee relations, employee activities, and personnel policies and programs. Review and ensure accurate maintenance of all employee records and files. Assist in logistics, administration, and Answer phone calls and record messages.

Monitor all hiring and recruitment processes for compliance with all local, state, laws and company policies and standards.

Monitor and assist with hiring processes and issues.

Create new employee personnel file.

Maintain confidentiality and security of employees and property records, files and information.

Ensure accurate Maintenance of all employee records and files

Post all necessary legal or regulatory notices related to Human Resources in view of all employees as required by law.

Perform other reasonable job duties as requested by supervisors.

*Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.*

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