

Détail de l'offre : Human Resources Manager

Recruteur	80306
Référence	
Titre de l'offre	Human Resources Manager
Description de la mission	<p>Duties and Responsibilities</p> <p>Six Senses Vision & Values</p> <p>Fully understand and embrace Six Senses company vision and values and its application in all tasks associated with the host's duty.</p> <p>Adhere to all Six Senses brand standards ensuring successful communication across all levels of the operation.</p> <p>Specific</p> <p>Empowered to and applies the principles of the Six Senses Service Recovery philosophy in situations where service or product has failed to meet guest's needs or expectations.</p> <p>Manages the HR process for all staff, 45, insurances, mutuelle, payroll, timesheets etc.</p> <p>Contributes to the morale and team spirit of the hotel by maintaining effective relationships with resort colleagues.</p> <p>Performs any additional duties as directed by the General Manager - administration, invoicing, HR matters, payroll hours reporting to payroll services.</p> <p>Stays current with developments in the fields of Housekeeping, Concierge, Front Office and Spa and makes appropriate suggestions and recommendations to the General Manager.</p> <p>Is fully conversant with all health and safety, fire and emergency procedures.</p> <p>Maintains a high standard of dress, uniform and body language.</p> <p>Is polite and professional in any situation where the image or reputation of the resort is represented.</p> <p>Attends meetings and training as required by the General Manager.</p> <p>Ensure that all activities are carried out honestly, ethically and within the parameters of local law.</p> <p>Interacts with guests actively soliciting their feedback.</p> <p>General</p> <p>Assists in administration of compensation, benefits and performance management systems, and property invoicing as directed by the General manager as part of the daily/weekly duties.</p> <p>Under direction of the General Manager identifies host vacancies and recruit, interview, perform reference checks and select applicants.</p> <p>Provide current and prospective hosts with information about policies, job duties, working conditions, wages, opportunities for promotion and host benefits.</p> <p>Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment and recommend needed changes.</p> <p>Assist and advise the General Manager in analyzing and modifying compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.</p> <p>Serve as a link between General Manager and hosts by handling questions, interpreting and administering contracts and helping resolve work-related problems.</p> <p>Plan, direct, supervise, and coordinate work activities of subordinates and hosts relating to employment, compensation, labor relations, and host relations.</p>
Type de contrat	CDD
Télétravail	Non spécifié
Client	Six Senses Residences Courchevel
Description de la société	<p>Six Senses Residences Courchevel takes traditional mountain living to new heights having been meticulously designed and appointed with interiors inspired by its surroundings. It is set at the heart of Courchevel 1850 in the renowned three-valley ski area - the largest linked ski area in the world. Contemporary and traditional influences give a feeling of home comfort.</p> <p>From fine porcelain tiles, robust timber features and furnishings sourced from top designers.</p> <p>The property offers an extensive range of services which includes a 24/7 concierge to assist with any aspect of your stay, shuttle services, private catering and bespoke transport solutions.</p>
Localisation	Courchevel (73)
Pays	Array
Description du profil	Work Experience:

Three or more years progressive supervisor/ managerial experience in a luxury lifestyle brand.
Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities is acceptable.

Skills:

Giving full attention to what other people are saying, taking time to understand the points being made.

Motivating, developing and directing people as they work.

Identifying the best people for the job

Understanding work related documents.

Bringing other together and trying to reconcile differences.

Managing one's time and the time of others.

Being aware of others' reactions and understanding why they react as they do.

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Good Microsoft Office skills required plus Opera.

Fluent in English and french

Knowledge and abilities in other languages would be beneficial.

Communicating effectively in writing as appropriate.

Expérience Expérimenté (3-10 ans)

Profil

Secteur Tourisme, Hospitalité & Restauration