

Human Resources Executive – Hotels

Profile description

With four properties, two in Mauritius and two in Rodrigues, Trimetys Hotels' cluster is looking for a Human Resources Executive to overlook the overall human resources operations of the hotels cluster.

The Human Resources Executive will assist the Group Human Resources Manager on both operational and strategic side and work in close collaboration with the Safety & Health, Payroll and Learning & Development sections.

From people management to benefits management, performance management and welfare of employees, the Human Resources Executive.

Qualification & Education

- A Bachelor's Degree in Human Resources Management or equivalent

Skills

- Good administration skills
- Good communication skills both verbal and written
- Strong decision-making skills
- Good knowledge of Microsoft Office not limited to Microsoft Word, Excel and PowerPoint

Experience

- At least 3 Years of hands on working experience at the same level in the hospitality industry.
- Strong knowledge of Local Legislations which include but not limited to Labour Law, Income Tax Returns & Compliance
- Knowledge of Vipertex HR and Payroll module.

Expectations to this position

- Flexibility
- Ability to work in a corporate environment
- Ability to work under pressure
- Result-oriented
- Ability to meet tight deadlines