

Human Resources Officer – Hotels

Profile description

With two properties in the north of Mauritius, we are looking for a Human Resources Officer who will be responsible for coordinating the various human resources functions of the two hotels.

From the day to day people management, payroll processing, administrative tasks to the welfare of employees, the Human Resources Officer will coordinate the overall Human Resources aspect of the two hotels.

Your role needs you to adhere to policies and procedures ensuring the smooth functioning of the Human Resources Department and will include key responsibilities.

The Human Resources Officer will also work in close collaboration with the Safety & Health, Payroll and Learning & Development sections.

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 2 Years of hands on working experience in a similar role 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