

JOB DESCRIPTION
HUMAN RESOURCE MANAGER
AL AHSA, KINGDOM OF SAUDI ARABIA

COMPANY

Slated to open its doors in Q4 2024, ENVI Al Nakheel consists of twenty-five pods nestled among date palm trees, with each featuring its own private pool.

Located in Al Ahsa, a region renowned for being one of the largest date producers worldwide, the lodge offers guests the opportunity to immerse themselves into the world of dates. From culinary delights to spa treatments, agricultural activities, wellness programs, and creative workshops, guests have the chance to embrace the multifaceted nature of this special fruit during their stay.

THE ROLE

ENVI Al Nakheel is looking for a Human Resources Manager with a unique blend of HR expertise and a passion for hospitality.

The HR manager will oversee the day-to-day department operations and communicate any HR related processes or issues to managers and hotel staff, while promoting a positive and healthy work environment

Supported by the GM, the HR manager will ensure that all hosts have the right resources to conduct their work in the best possible conditions by creating a strong culture within the lodge.

The HR manager will ensure that the department provides the right amount of support to all hosts and assist department heads with matters such as recruitment, training and development, employee benefits, disciplinary actions and other HR related tasks.

RESPONSIBILITIES

PRE-OPENING & DAILY
RESPONSABILITIES

1. Recruitment and Onboarding:

- Lead the recruitment process, including sourcing, screening, interviewing, and selecting candidates for various positions.
- Develop creative recruitment strategies to attract top talents.
- Work with departmental managers on an onboarding process for all hosts.
- Liaise with outsourcing companies for any outsourced recruitment, if applicable.

2. HR Operations

- Coordinate and monitor the activities of the HR division.
- Establish HR policies, procedures, and infrastructure for the successful launch of the resort.
- Assist the HR team in managing colleagues to maintain a high standard of personal appearance and hygiene, adhering to the property's grooming standards.
- Communicate all applicable HR processes to all staff relating to, but not limited to, contract compliance, disciplinary procedures, recruitment, orientation, employee relations, benefits, performance reviews and other HR related processes.
- Ensure compliance with local labor laws and regulations, as well as company policies and procedures.

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PRE OPENING &
DAILY OPERATIONS:

2. HR Operations (continued)

- Maintain hotel staff records and HR files to ensure confidentiality where necessary.
- Oversee HR administration tasks, including payroll, benefits administration, and HRIS management.

3. Learning and Development:

- Oversee the training and development function for all team members.
- Assist department heads in implementing succession plans, coaching/monitoring program to ensure team members growth
- Support department heads in conducting annual performance reviews and development discussions with team members, supporting them in their professional development plans.

4. HR culture and Legal:

- Establish a culture in line with ENVI's values, promote it around the property and influence the team with a positive attitude.
- Organize events celebrating colleagues such as monthly townhall, awards ceremony, and various activities to keep them engaged.
- Ensure that the property is adhering to the company's HR procedure and government guidelines where applicable, while ensuring privacy and confidentiality.

REQUIREMENTS

1. Education and Experience:

- A bachelor's degree in Human Resources, Hospitality or a related field is required. A master's degree or professional certifications can be advantageous.
- 7+ years progressive experience in HR management, preferably in the hospitality or hotel industry, pre-opening resorts or luxury properties highly desirable.
- Strong knowledge of Saudi labor laws and regulations.

2. Leadership and Communication Skills:

- Strong leadership qualities with the ability to manage and motivate a team.
- Excellent communication and interpersonal skills to effectively collaborate with teams, senior management, and external stakeholders.

3. Attention to Detail and Integrity:

- High ethical standards and integrity in handling human resources information, ensuring confidentiality and data security.

