



NGWE SAUNG YACHT CLUB & RESORT

Challenging Job Opportunities for Hotel Industry

Human Resources Manager Ngwe Saung (1 - Post)

- Any Graduate (Bachelor's degree in Human Resources or related field is prefer)
- HR Certification (e.g., SHRM-SCP or SPHRi) is a plus
- Proven work experience in Human Resources Management at least (05) Years
- Experience in the hospitality or tourism industry is a plus
- Excellent understanding of labor laws and disciplinary procedures
- Strong communication and interpersonal skills
- Ability to lead and manage a team effectively
- Fluency in English
- Attention to detail and good judgement
- Strong recruiting and demonstrated ability to improve talent acquisition strategies
- Demonstrated expertise training managers and employees

Role Description

This is a full-time on-site role for a Human Resources Manager at Ngwe Saung Yacht Club & Resorts. The Human Resources Manager will oversee all aspects of the HR department, including recruitment, onboarding, training, performance management, employee relations, and compliance with labor laws and company policies.

Job Responsibilities –

The main responsibility of HR Manager is to assist to General Manager in monthly report generating and overall managing the HR functions of the company.

The Human Resources head oversee the daily operation of the Human Resources office. Responsible for areas of Recruiting, Employee Relations, Benefits, Events, Workers Compensation and other employee-related tasks.

Additionally responsible for short and long term planning of all the HR related functions like workforce planning, recruitment, staffing strategies, wage and salary administration, associate and labor relations, benefits, workforce training and development etc.

All rules & regulations are strictly adhered within the hotel including hotel's policy on fire and safety as well as hygiene regulations.

- To ensure that the company HR operational policies and processes are adhered to and continually improved.
- To assist in all activities concerning the sourcing & recruitment of staff, performance management, staff discipline and HR management.
- To coordinate and / or conduct departmental training and conduct new hire hotel orientation program.
- Implement company's policies and procedures on compensation, incentive, bonus and benefits.
- Continually assesses employee morale by analyzing absenteeism and turnover records, lateness and resignations.
- Coordinate and oversee all matters related to staff accommodation, facilities, and transport.
- Coordinates, controls and inspects employee's accommodation, staff canteen, rest rooms etc. ensuring it is of the highest possible standard of cleanliness and comfort.
- Coordinate employee wellness and safety programs.
- Assist in communication of key messages to all staff.
- Assist in recruitment and hiring of all employee.
- Ability to remain calm and courteous in demanding situations.
- Assists other department heads / HOD's in the formulation of HR policies and procedures for their respective departments.
- Assists with and ensures that all procedures concerning promotion, transfer and staff resignation is carried on within Company policy and also within legal boundaries.
- Assists in overseeing preparation of reports required by government agencies.
- Assist with planning, coordinating and executing employee activities and events, including monthly staff meeting, food festivals, annual picnic, holiday party, Wellness Fair, farewell party, community services etc.