**Human Resource & Training Manager**

Our client is an upcoming boutique hotel located in a highbrow area of Port Harcourt, Rivers State, Nigeria. It boasts of state-of-the art facilities comparable to what is obtainable in other world-class hotels around the world. The hotel, to be opened soon, will offer best in class service for consistent memorable guest experience. To drive this initiative, we are looking for a hospitality leader to fill the position of Human Resource & Training Manager.

**Job Purpose:** To oversee and direct all aspects of the human resource management through high quality of hire, appropriate retention strategies and training.

**Key Responsibilities:**

* Ensure staffing productivity through recruiting, training, performance management, compensation & benefit management and other talent management initiatives.
* Maintain effective employee relations, counseling and career planning.
* Organize and administer the human resource department in order to maximize productivity.
* Communicate externally with Public Authorities and internally with other departments to achieve hotel’s targets and goals.
* Coordinate training activities in the hotel to achieve the highest quality standards in service delivery.

**Requirements:** Possession of first degree in Human Resource Management, or any Social Science or Humanities and a minimum of 6 years’ work experience, 3 of which must be as a Human Resource / Training Officer. Knowledge of Microsoft Word, Excel, Power Point and the labour laws is required. Membership of the Chartered Institute of Personnel Management of Nigeria is an advantage.

**Method of Application:** Interested applicants should submit their resumes quoting the job title and send to donechtalent@gmail.com.

**Application Closing Date:** 26th August, 2022.