

People and Culture Assistant Manager - Subgerente de Recursos Humanos

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Company: Four Seasons Hotels and Resorts

Location: Cartagena

Category: other-general

About Four Seasons:

Four Seasons is powered by our people. We are a collective of individuals who crave to become better, to push ourselves to new heights and to treat each other as we wish to be treated in return. Our team members around the world create amazing experiences for our guests, residents, and partners through a commitment to luxury with genuine heart. We know that the best way to enable our people to deliver these exceptional guest experiences is through a world-class employee experience and company culture.

At Four Seasons, we believe in recognizing a familiar face, welcoming a new one and treating everyone we meet the way we would want to be treated ourselves. Whether you work with us, stay with us, live with us or discover with us, we believe our purpose is to create impressions that will stay with you for a lifetime. It comes from our belief that life is richer when we truly connect to the people and the world around us.

About the location:

What you will do

Act as an objective 3rd party in employee counseling, problem solving or conflict situation and communicate to Director of Human Resources any circumstances that may raise legal issues for the hotel.

Identify, analyze and initiate appropriate actions to resolve any unsatisfactory pattern of employee turnover.

Manage the financial issues for the HR budget including benefits, labor & salary reports and plan cost effective events within the HR budget guidelines.

Maintain employment files and other records personally and through delegation in a detailed manner on paper and in the HR computer system.

Comply with and enforce Four Seasons Rules and Standards of Conduct

Work harmoniously and professionally with co-workers and supervisors while maintaining the confidentiality of Human Resources.

Administer and train employees on behalf of Human Resources

Organize and supervise all employee recreation programs include holiday parties, children's party, general meetings etc.

Respond to and attend any related hearings for all employee claims against the hotel.

Actively support the Safety Committee.

What you bring:

College education or equivalent experience

Two to four years of employment in a related position with Four Seasons or other organization.

General working knowledge of Labor laws.

Knowledge of the ability to operate computer equipment.

Ability to read, speak and write English.

What we offer:

- Competitive Salary, wages, and a comprehensive benefits package
- Excellent Training and Development opportunities
- Complimentary Accommodation at other Four Seasons Hotels and Resort
- Complimentary Dry Cleaning for Employee Uniforms
- Complimentary Employee Meals

Schedule:

Full time

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