



**Dr. Pendl & Dr. Piswanger Albania**, the Human Resources Consulting Company, very successful in Albanian market since 2001, is currently looking on behalf of our client, a Five Star Hotel, part of an international chain, for experienced professionals for the position of :

## HUMAN RESOURCE MANAGER

### Responsibilities of the position include, but not limited to:

- Attends to people external to the business unit regarding requests for information or other requirements (associations, masters, temp agencies, etc).
- Provides feedback to colleagues from other hotels about former employees.
- Holds one-to-one conversations to get to know team members, their aspirations, conflicts, areas of need, concerns, etc. and provide feedback.
- Constantly monitors hotel staff to be aware of their performance level, training needs, skills development
- Together with the GM, guides and advises HODs with regard to their team management.
- Responsible for the Hotel Services teams
- Negotiates local agreements in coordination with HRHS.
- Attends social networking events at HR institutional forums in the area/country.

### Job Knowledge Skills and Experience:

- Degree in Psychology, Labor Relations, Law or similar, with a specialty in HR.
- Experience of 5-6 years in the position or similar.
- Fluency in English is a must. Knowledge of Italian in addition is preferably.
- Knowledge of both the Soft & Hard areas of HR (recruitment and selection, development and training, labor relations, work environment, employer & personal branding).
- Knowledge of Success Factor, My Place or SAP is a plus.
- Knowledge of Employment Platforms (LinkedIn, Info jobs or those that apply to each country) is a must.
- Knowledge of hotel operations.

Interested candidates are invited to send their resume to the following e-mail address:

[aplikime@pendlpiswanger.al](mailto:aplikime@pendlpiswanger.al)

