

Group HR Manager.

The Package / Benefits / Opportunities

- Competitive Salary from £28k+
- 28 days holiday each year, including bank holidays. This will increase with length of service.
- Meals on duty
- Discounts across the group
- Opportunities to progress and develop.
- Based In Imperial Crown Hotel Halifax

The Role:

At Adham Group Ltd we have an exciting opportunity to join our Head Office team as Group HR Administrator.

Having undergone huge refurbishment projects, the hotels are very busy with a turnover of approximately £ mil per annum. Currently with up to 200 employees, Adham Group Ltd is looking to recruit a Group HR administrator to be responsible for overseeing HR across all properties.

Working 42.5 hours a week across the hotels (working pattern is flexible, 5 out of 7 days across the week, based mainly at the Imperial Crown Halifax,

A successful applicant for the HR Administrator position will have experience in a similar role; have excellent interpersonal skills and be committed to Adham Group Ltd strategy for 2024 to make the company an employer of choice, both locally, and within the hospitality industry.

Supported by a long serving, external HR advisor Peninsula, as Group HR administrator you will be the first point of call for all HR employment law matters: providing guidance on employee relations; people policy procedures; recruitment and retention; and supporting and advising heads of department within the hotels, ensuring they can recruit, retain, and manage their teams to company values and standards.

Using our Bright HR you will be responsible for resolving payroll queries, ensuring all working time and absences are recorded and paid correctly; plus maintaining records for each team member.

To be successful in this role you'll ideally already have:

- -2 years+ experience working in a Human Resources Management role or equivalent combination of education and experience (preferably within the hospitality industry); a high track record of building relationships; and excellent communication skills.
- -A college or university qualification in Human Resources, Employment Law, or a similar field.
- -Being CIPD qualified would be a plus, we can support you to complete your CIPD qualification with us as part of your development, you must have up to date knowledge of UK HR legislation
- -Strong IT and HR systems experience, highly beneficial.
- -Experience working in a fast-paced hotel background is preferable, it would be beneficial to know the workings of a hotel and the various roles and departments