

WE ARE HIRING!

# HUMAN RESOURCES MANAGER

Hospitality Management Asia, a leading hospitality group with a diverse portfolio of 17 restaurants and 11 distinct brands across Thailand, is seeking a talented and experienced HR Manager to join our team.

In this role, you will oversee human resources and personnel management, playing a crucial role in our group's expansion during this critical growth phase.

## ROLE OVERVIEW

As a Human Resources Manager, you will play a pivotal role in coordinating and executing all HR activities within our organization.

This includes talent acquisition, employee relations, training, and maintaining overall HR standards.

Reporting directly to the executive team and the group's owners, you will collaborate with a diverse and dynamic team.

## RESPONSIBILITIES

- Manage day-to-day HR operations.
- Ensure compliance with labor laws and regulations.
- Oversee the recruitment and onboarding process.
- Ensure job openings are advertised in appropriate platforms for each job position, e.g. direct sourcing, online posting, referrals, Facebook groups.
- Screen resumes and select potential candidates to be interviewed by the relevant Department Heads (Chefs, Managers, Director of Operations, Top Management).
- Conduct reference checks when needed.
- Ensure each candidate's status in the recruiting process is updated in real time. Follow up with interviewers for evaluation results and provide proper/timely responses to candidates regarding selection and offer or non-selection.
- Negotiate compensation packages with candidates with the assistance of company guidelines and top management.
- Build a pool of potential candidates for future recruitment.
- Maintain employee records and HR documentation.
- Promote a positive work culture and employee engagement.
- Develop and implement training and development programs.
- Manage compensation and benefits programs.
- Collaborate with department heads to align HR strategies with business goals, and initiate recommendations to improve recruiting success rates.
- Handle administrative tasks related to HR, such as managing HR-related supplies and documentation.

## DETAILS

- Salary will be based on experience.
- Position available immediately.
- Contract agreement subject to Thai law and regulations.

**PLEASE SEND CV TO**  
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