

HR Manager

Eskala Hotel and Resort, Ngwe Saung, is the premier beachfront destination in Myanmar. As part of the Shwe Taung Real Estate Business Sector, we offer stylish rooms and villas with charming ocean views. We are looking for a talented HR Manager to join our successful hotel.

Duties & Responsibilities

Manages daily HR operations to include, but not limited to, interviewing and hiring, employment and recruiting, training and development, wage/benefit compensation, team member and labor relations, contract compliance, disciplinary procedures, workers compensation, safety, statutory compliance, recognition and reward and performance evaluations.

Liaise with Head Office HR Teams for all matters related to Payroll, Personnel Information, leave administration, training, recruitment, disciplinary, dismissal, resignation, etc.

Manages employee engagement programs; activities and initiatives to include, but not limited to, picnics, holiday functions, health fairs, award banquets and special events

Oversees function of the data management system to include, but not limited to, entry of employee data, recording employment transitions (i.e. hires, resignations, dismissal, leaves of absence, etc.), generating reports (i.e. payroll analysis, labor turnover, etc.) and processing unemployment claims.

Ensure compliance with current labor law and regulations

Other administrative duties assigned by senior.

Job Requirements (Experiences, Knowledge, Skills and Competencies)

- 1) Any Graduate (preferable with HR certificate (or) HR diploma)
- 2) At least five years of experiences in related field
- 3) Able to speak and write Myanmar and English fluently
- 4) Preferable with the knowledge of HRMS
- 5) Preferable with experience of delivering training
- 6) Able to use Microsoft application, email and internet
- 7) Understanding and practical knowledge of labor law and statutory and government order
- 8) Good personal organisational skills including time management and ability to meet deadlines and work under pressure
- 9) Problem Solving Skills
- 10) Good leadership Skills
- 11) Good organization Skills