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□□□□ : Lakeshore Hotels, The leading Business Boutique hotel situated in the heart of Dhaka, is looking for a dynamic person to join in their winning team.

Position: HR Manager

Key Responsibilities:

To ensure that the company HR operational policies and processes are adhered to and continually improved.
To assist in all activities concerning the sourcing & recruitment of staff, performance management, staff discipline and HR administration.
To coordinate and / or conduct departmental training and conduct new hire hotel orientation program.
Coordinate employee wellness and safety programs.
Conduct needs analysis, develop, implement, and monitor training programs and materials.
Encourages a good standard of employee conduct and behavior and coordinates disciplinary procedure as and when necessary.
Assists other department heads / HOD’s in the formulation of HR policies and procedures for their respective departments.
Assists with and ensures that all procedures concerning promotion, transfer and staff resignation is carried on within Company policy and also within legal boundaries.
Assists in developing and conducting management training on a variety of leadership and HR topics.
Job Requirement:

Minimum Bachelor degree from a reputed University with Major in HRM. MBA/PGDHRM will be an added advantage.
Minimum 3 Years’ experience on a HR leadership Role.
Candidate must be very fluent in written & spoken English with

excellent communication skills.
Candidate with Hotel/Hospitality industry Experience will be given preference.
Additional Requirement:

Good managerial and leadership qualities.
Excellent planning and organizing abilities.
Good in interpersonal communication.
Strong ability in problem solving and decision-making.
Excellent in resource, knowledge and people management.
Excellent coordination and training facilitation skills.
Computer proficiency in MS Office package and Social media knowledge.
Should have excellent knowledge on Bangladesh Labor Law, organizational culture, people management.
Females are highly encouraged to apply.
Job Location: Gulshan, Dhaka

Perks: Attractive compensation package for the right candidate.

Application Deadline: 10 May, 2018

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