



Attitude Hotels is one big dynamic family that embraces fun and creativity. We call our staff Family Members, as we expect everyone to be treated with care and support one another, leading to a close-knit work culture and sense of belonging. Attitude Hotels has been focused on having a beneficial impact on the local economy, community, and environment for over 15 years and we are proud to be a B Corp company!

JOB PURPOSE:

We are seeking a proactive and enthusiastic HR Trainee to join our team to and play a vital role in ensuring the smooth running of Attitude Compensation and Benefit administration and implementation of HR processes. In this position, you will collaborate closely with our Manager – Corporate HR, Compensation and Benefits to assist with day-to-day HR operations.

MAIN DUTIES & RESPONSIBILITIES

- Assist the HR, Compensation and Benefit team in formulating, implementing and monitoring HR processes;
- Support monthly Payroll administration and other employee benefits;
- Support in the induction procedures and daily HR operations;
- Perform any other cognate duties and responsibilities that may be assigned.

YOUR QUALITIES AND SKILLS:

- A degree or diploma in Human Resources, or a related field.
- A genuine interest in pursuing a career in Human Resources field
- Excellent communication and interpersonal skills to effectively engage with diverse teams and stakeholders.
- Strong organizational skills with the ability to multitask and prioritize administration tasks effectively.
- Act as a point of contact for employee's inquiries and provide timely assistance.
- Tech-savvy and familiar with MS Office applications and learning management systems.
- Enthusiastic, adaptable, and open to continuous learning and development.
- Fluency in written and spoken English and French.

Situated at [The Strand, Lake Side District, Beau Plan](#)

Duration: Full Time (1 Year)

Remuneration: As per Attitude Hospitality Management Limited policy.

Working Days: From Monday to Friday 8:30 to 05:00 pm

Learn more on the Company: <https://ahllcorporate.hotels-attitude.com/>

How to apply:

Please send us your CV by 09 December 2024 on the email address: recruitment@hotels-attitude.com

We believe in equal opportunities

We celebrate diversity and champion equality and inclusion, encouraging people from all ethnicities, genders, sexual orientations and ages to apply. This unity is key to our work culture. We want to set every Family Member up for success, so if you need anything to perform to your best or make work arrangements more comfortable, we will do our best to accommodate you.

