

Luxembourg Jobs Expertini®

HUMAN RESOURCES COORDINATOR | INNSIDE BY MELIA LUXEMBOURG

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Company: Melia Hotels International

Location: Luxembourg City

Category: other-general

“The world is yours with Meliá”

Joining Meliá is to embark on a journey without borders because the possibilities of growing and training here are endless. It is knowing that the world is yours and that you can work in many countries. And all with the feeling that you are part of a big family.

It means knowing that you have started one of the most exciting journeys of your life, a journey in which inspiration will always accompany you. Do you dare to be the owner of your professional career in an inspiring world?

MISSION: Supporting the HR Manager in line with the competencies of their position and applying company people management policies, processes and tools, always focused on guaranteeing a positive experience for employees and candidates during the different stages of the employee life cycle.

OPERATIONS

Should possess a handsown personality

Attends to people external to the business unit regarding requests for information or other requirements (associations, masters, temp agencies, etc.).

Provides personalised attention to HoDs or staff (concerns, doubts, delivery of recommendation letters, references, coaching, company information, etc.)

Updates information boards with the most relevant internal and external information in the area

During visits, performs regular inspections of the status of personnel areas using a checklist to be delivered to the HR Manager and DO/GM and also monitors improvement & action plan

Assists and participates in investigations of labour disputes between employees according to local legislation.

TALENT BRANDING & ACQUISITION

Implements and promotes Employer Branding campaigns in their hotels after coordinating with the HR Hotel Services (HRHS) area. Ensures authorisations for image rights are in place according to applicable legislation.

Attends events related to local schools. Prepares and participates in student OC/ hotel visits, promoting experiential events and the participation of HoDs in their presentation to strengthen our employer brand.

Keeps the database connected with HRHS updated to ensure coordination.

Together with the HoDs, ensures appropriate experiences for interns, monitoring their performance and carrying out the final evaluation.

Supports the coordination of employer CSR actions in the hotels within their area of responsibility.

Makes requests to cover vacancies for HoDs and general staff and is responsible for the publication (internal and external) of vacancies and screening candidates following the policies and procedures defined by HRHS. Supports HoDS in the selection of team members.

Promotes greater visibility of job offers through their publication on the social media profiles of other employees and HoDs.

Supports the HoDs and Hotel Manager in coordinating interviews.

Provides support in the coordination of personnel transfers between hotels in the operations centre (travel management, re-invoicing, etc.).

Coordinate the documentation required for new staff so that the PA department can carry out the contracting process.

Contact person for recruiters from other OCs, exchanging CVs and information about candidates while ensuring rigour and confidentiality. Functional alignment with the Recruitment Centre Manager or HRHS

Supports the identification of available talent and highlights opportunities for employees in other OCs, ensuring that talented employees have opportunities in other OCs.

Directly or indirectly ensures that there are photos or videos of memorable moments for the OC teams so that they can be appreciated and shared through Meliá Careers.

Monitors recruitment KPIs

LEARNING & TALENT DEVELOPMENT

Assists in the detection and organisation of legally required or other face-to-face training, coordinating all the documentation required to obtain any applicable grants or subsidies

Promotes the use of E-melia and ensures compliance with mandatory training

Supports the implementation of the hotel annual training plan and coordinates invitations, documentation, organisation and other needs to ensure their success.

Ensures correct communication with Employees/Service Leaders prior to their arrival together with their hierarchical superior. Ensures that all onboarding processes are correctly implemented (welcome emails, pre-arrival, welcome kit, E-melia training, identification of the Meliá Buddy).

Supports in the organisation of induction sessions for new employees, coordinating with the teams their attendance and regular performance.

Implements development plans for employees/Service Leaders.

Talent mapping: ensures the regular entry of data into the database.

Monitors L&D KPIs

Supports the HR Manager in coordinating the assessment of the work environment, communicating results to all staff and implementing/monitoring the corresponding action plans.

Monitors the process of evaluating the performance of their group and accompanies employees in learning how to use tools and systems.

Supports the HR Manager in the correct implementation of continuous improvement surveys. Supports in monitoring the implementation of action plans.

Coordinates annual planning and supports the HoDs in the management of employee welfare: work environment, team building, communication processes, activities.

Monitors Culture KPIs

ADMINISTRATION

Participates in preparational work for salaries & forecasts

Because belonging to the great Meliá family is being VIP

You will enjoy **My Meliá Rewards** which is the exclusive loyalty programme for our employees with exclusive benefits and advantages.

In addition, enjoy the **My Meliá Benefits** programme: with flexible remuneration, exclusive discounts on a variety of products and services, active and healthy lifestyles, and charitable initiatives. Be as proud to belong to Meliá as we are of you

At Meliá we are all VIP

Great professionals who make everyday life easier and exceptional. From the junior to the most senior, all of them have unique and important qualities that make working at Meliá an opportunity for constant growth and a passport to create your future wherever you want.

Our warmth, proximity and passion for what we do make working at Meliá an unforgettable experience, full of emotional moments and always with the feeling that you belong to a big family where we have people like you, **VIP** People.

We are an equal opportunity employer and value diversity. We do not discriminate on the basis of disability, race, religion, age, or any other basis protected under federal, state, or local laws. We believe that diversity and inclusion among our teammates are critical to our success as a global company.

If you want to be “ **Very Inspiring People**”, follow us on:

– **TWITTER** – **LINKEDIN** – **INDEED** – **GLASSDOOR**

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