



WE ARE LOOKING FOR A

HUMAN RESOURCES ASSISTANT

Requirements

- A Diploma or Bachelor's degree in Human Resources, Business Administration, or a related discipline.
- A minimum of two years' experience in a similar role within a star-class hotel or resort environment.
- Prior experience across key HR functions, including recruitment, employee relations, and payroll administration in a hospitality setting.
- Sound knowledge of labour laws, compliance requirements, and HR policies.
- Familiarity with HR software systems and payroll processes.
- Strong communication, interpersonal, and conflict resolution skills.
- Excellent organisational and multitasking abilities, with keen attention to detail.

Scope

- Manage end-to-end recruitment processes, from job postings and candidate screening to selection and employee onboarding.
- Address employee concerns, support positive workplace relations, and contribute to engagement and wellbeing initiatives.
- Ensure compliance with labour laws, statutory requirements, and internal HR policies.
- Support performance management processes in line with organisational standards.

APPLY BEFORE
19th May 2026

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