

JOB BRIEF – HUMAN RESOURCES MANAGER

Campbell Gray Hotels is currently seeking to recruit a Human Resources Manager to join our great team at The Machrie Hotel & Golf Links. Set along the dunes of Islay, opened in September 2018. This hotel, with its 47 bedrooms, is also famous for its Links course, considered to be one of the most beautiful locations in world golf.

The HR Manager is responsible for providing guidance and support in all functional areas of responsibility to include, but not limited to, recruitment, talent development, payroll administration, employee relations, performance evaluations, training, and accurate record keeping. This position is responsible for supporting and assisting the hotel and golf team maintaining a service and management in line with Campbell Gray Hotels' philosophy which serves as a guide to respective associates, in accordance with Company standards.

General Skills

Must be able to perform job functions with attention to detail, speed and accuracy; prioritize, organize and follow-up; be a clear thinker, remaining calm and resolving problems using good judgment; follow directions thoroughly; understand a guest's service needs ; work cohesively with co-workers as part of a team.

Technical Skills

Ability to organize tasks, to educate and develop team members' knowledge and skill; thorough understanding of the training process; solid planning skills; thorough knowledge of government employment laws and regulations; thorough knowledge of benefits processing; knowledge of budget preparation and control.

Qualifications

- Bachelor's degree or relevant experience;
- 5+ years' experience in Human Resources in Scotland;
- Strong recruiting and demonstrated ability to improve talent acquisition strategies;
- Demonstrated expertise training managers and employees;
- Strong organizational, critical thinking and communications skills;
- Attention to detail and good judgement required.