

THE KILLARNEY PARK

Job Title: HR Assistant – The Killarney Park & Ross Hotel

Reports To: Director of People

Main Purpose of the Role

To efficiently manage administrative duties for the HR department and assist employees at both The Killarney Park and Ross Hotel, contributing to a supportive, compliant, and engaging work environment.

Key Responsibilities

HR Administration & Compliance

- **General Administration:** Manage filing, archiving, and document organization for both properties.
- **Mandatory Training:** Oversee online mandatory training (e.g., Olive) and SeaChange Health & Safety (Caygo platform) for the Health & Fitness Club.
- **Training Coordination:** Coordinate training sessions, seminars, and induction days for departments.
- **Time & Attendance:** Maintain records in Alkimii, manage sick leave, breaks, and conduct return-to-work meetings.
- **Employee Documentation:** Prepare employee bank letters, PPS letters, rental letters, contracts, and other onboarding documentation as needed.
- **Uniforms & Stock:** Issue uniforms and badges, maintain inventory, and ensure high grooming and presentation standards with monthly inspections.

Recruitment & Onboarding

- **Application Management:** Respond to applications, schedule interviews, send regrets, and conduct reference checks.
- **Onboarding Support:** Assist with the onboarding process, including employee orientation and paperwork completion.
- **Talent Acquisition Initiatives:** Contribute ideas to attract talent and improve recruitment and retention strategies.

Employee Engagement & Wellbeing

- **Engagement Programs:** Assist with planning and implementing employee engagement and wellbeing initiatives.
- **Employee Benefits Awareness:** Increase awareness of employee benefits and referral programs.
- **Team Recognition:** Help develop an awards structure to recognize team members across both properties.
- **Communication & Culture:** Work to enhance interdepartmental communication and build a positive work environment.
- **Teamwork Initiatives:** Encourage teamwork and customer service improvement initiatives.

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HR Projects & Sustainability

- **HR Projects:** Follow through on projects to support HR department improvements, employee engagement, development, and sustainability.
- **Sustainability Initiatives:** Promote sustainable practices in HR, identify cost-effective measures, and serve as a sustainability committee member, attending related monthly meetings and training.
- **Employee Surveys:** Develop, distribute, and implement action items from employee surveys to improve the work environment.

Operational Flexibility

- **Floor Shifts:** Be available to work floor shifts as needed for operational flexibility.

Other Responsibilities

- **Meetings & Training:** Attend HR meetings, training sessions, webinars, recruitment fairs, and school visits as needed.
- **Committee Membership:** Serve on sustainability and health & safety committees, attend meetings, and contribute ideas.
- **Additional Duties:** Perform any other reasonable duties as assigned by the proprietor or management.

Summary

The HR Assistant supports the overall function of the HR department through detailed administration, effective onboarding, and engagement initiatives. This role is essential in promoting a high-standard work environment, enhancing communication, supporting employee development, and driving sustainability practices within the hotels.