



ES TRENC
MALLORCA

(PRE-OPENING)

ADMIN MANAGER in charge of HR (f/m/d)

WHEN COMING TO BIKINI MAKE SURE TO WEAR SUNFLOWERS IN YOUR HAIR

Bikini Hotel Es Trenc is opening in Summer 2024 on the south-east tip of Mallorca, in the tranquil village of Colònia de Sant Jordi - 130 guest rooms & suites, our new NENI Colònia de Sant Jordi, 2 bar outlets, a concept store & supermercado, spacious event & retreat areas and a luscious & magical garden area adjoining the Mediterranean sea.

As Admin Manager in charge of Human Resources you will assist our cluster Accountant in setting up and running all daily operational accounting, payable management, incoming invoices ...

Furthermore, you will write job descriptions, overlook staff budgets, accompany the team's recruiting process, organize unforgettable onboarding experiences, handle salaries, sick notes and eventually exits. Expect the unexpected!

Let's write the next Bikini chapter together and accompany every step of the pre-opening phase until the hotel opening and much further beyond.

WHAT'S WAITING FOR YOU

- 🌻 Brand new Design Hotel on Mallorca by the founders of 25hours Hotels
- 🌻 Enjoy onsite training and support from our long-term Admin management team at Bikini Port de Sóller
- 🌻 Striving for high-occupancies throughout our long season duration of up to 8 months: always be in action...
- 🌻 ...yet also time to relax. Depending on capacities, you will be advised to take vacation days during the summer season.
- 🌻 5 working days/week, reporting of working hours, year-round contract
- 🌻 Friends rates in partner hotels and discounts in all NENI restaurants
- 🌻 Feel & act responsible! Be responsible! Let's make it ours.

WHAT'S IN YOUR LUGGAGE? YOU HAVE/YOU ARE....

- 🌻 ...experience with hotel administrative tasks, having completed a training in Human Resources
- 🌻 ...ambitious & knowledgeable in fast paced environments and with high-volume recruitments
- 🌻 ...first experience with Spanish & Balearic labor laws
- 🌻 ...excellent self-management skills, work independently and accurately
- 🌻 ...an empowering & motivating character being the first contact person for our up to 100 employees
- 🌻 ...an honest communicator & detail-oriented organizer
- 🌻 ...fluently speaking English & good Spanish skills - the more languages the better
- 🌻 ...striving in a multicultural & energetic team

FROM PRE-OPENING TO OPERATIONS

- 🌻 Recruit the team! Prepare a hiring plan, overlook staff budgets. Write job descriptions and scan applications. Accompany job interviews and eventually prepare working contracts
- 🌻 Set-Up an unforgettable employee life cycle, training team managers and supporting the team with all possible questions and demands
- 🌻 Feel responsible to light an on-fire team spirit
- 🌻 Setting up our HR software e.g. Factorial and checking all working hours, sick notes...
- 🌻 Preparing monthly salaries and checking and handing out pay slips
- 🌻 Create a tip system and overlook the regular payment of tips to staff members
- 🌻 Assist our Accountant with daily operational accounting tasks
- 🌻 Sparring partner to our Accountant and contact person for our tax advisor
- 🌻 Be up to date with current topics, be innovative & creative to expand the company

Do you want to become a Bikini ambassador? Apply with your CV including a letter or even better video of motivation and your salary expectations. We are looking forward to all applications and remain for all questions that may arise:

work@bikini-hotels.com