



ES TRENC
MALLORCA

HUMAN RESOURCES MANAGER

(f/m/d)

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

Bikini Hotel Es Trenc opened its doors in summer 2024 on the south-east tip of Mallorca, in the peaceful village of Colònia de Sant Jordi. With 130 guest rooms & suites, our new NENI Mallorca Es Trenc, two bar outlets, a concept store & supermercado, spacious event and retreat areas and a lush & magical garden area stretching to the Mediterranean sea the experience has only just begun. As Human Resources Manager 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 continue writing the Bikini story together, taking the magic from the opening and driving it forward.

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....

- ⊕ ...work experience in a comparable position
- ⊕ ...experience with Spanish & Balearic labor laws
- ⊕ ...competency to handle communication with Gestoria & tax advisor
- ⊕ ...ambitious & knowledgeable in fast paced environments and with high-volume recruitments
- ⊕ ...excellent self-management skills, work independently and accurate
- ⊕ ...an empowering & motivating character being the first contact person for up to 100 employees
- ⊕ ...an honest communicator & detail-oriented organizer
- ⊕ ...fluently speaking English & Spanish skills – the more languages the better

WHAT'S YOUR JOB ABOUT

- ⊕ 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
- ⊕ Caring for our HR software 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
- ⊕ Sparrings partner to our Accountant
- ⊕ 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.estrenc@bikini-hotels.com