

https://thezenwellnessresort.com/job/partners-culture-director/

Partners & Director

Description

To provide strategic leadership to the Human Resources function by developing and implementing HR strategies, policies, and programs that support the resort's goals, ensure legal compliance, and promote a positive organizational culture focused on employee engagement, development, and wellness.

Responsibilities

Strategic & Organizational Leadership:

- Develop and implement HR strategies aligned with the resort's mission and objectives.
- Advise senior management on HR-related decisions, workforce planning, and organizational design.
- Foster a culture of employee engagement, wellness, and continuous improvement.

Recruitment & Staffing:

- Oversee the full recruitment cycle from job posting to onboarding.
- Partner with department heads to forecast manpower needs and ensure timely hiring.
- Maintain relationships with recruitment agencies and local training institutions.

Training & Development:

- Develop annual training plans in collaboration with department heads.
- Implement performance management systems, appraisals, and career development programs.
- Monitor training effectiveness and ROI on learning initiatives.

Employee Relations:

- Promote positive employee relations and handle grievances professionally and confidentially.
- Conduct investigations into disciplinary issues and recommend appropriate action.
- Ensure consistent application of policies and procedures.

Compensation & Benefits:

- Oversee payroll accuracy in collaboration with Finance.
- Review and recommend competitive compensation structures.
- Manage employee benefits programs and ensure legal compliance with social insurance and taxation laws.

Compliance & Policy Management:

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

General Manager

Job Location

Aswan Western Agricultural Road, 1252031, New Aswan City, Egypt

Date posted

November 4, 2025

- Ensure compliance with Egyptian labor laws and social insurance regulations.
- Maintain updated employee records and HR documentation.
- Lead periodic audits of HR processes and documentation.

Health, Safety & Wellness:

- Coordinate with the wellness department to promote a healthy and safe working environment.
- Develop wellness initiatives aligned with Zen Wellness standards. Key Competencies:
- Strategic HR Leadership
- Labor Law Knowledge
- Employee Engagement & Wellness Focus
- Training & Development Expertise
- Excellent Communication & People Skills
- Strong Ethical and Confidential Approach Qualifications & Experience:
- Bachelor's degree in Human Resources, Business Administration, or related field (Master's preferred).
- Minimum of 7–10 years HR experience in the hospitality industry, with at least 3 years in a managerial or director-level position.
- In-depth knowledge of Egyptian labor laws and hotel HR operations.
- Proficiency in HRIS systems and Microsoft Office Suite.
- Fluency in English and Arabic.