

Partners & Culture Manager

Description

To manage the daily operations of the Human Resources department, ensuring effective implementation of HR policies and procedures. The role focuses on recruitment, employee relations, training, payroll coordination, and compliance with labor laws — supporting the resort's mission of creating a positive and productive workplace culture.

Responsibilities

HR Operations Management:

- Supervise daily HR functions including attendance, contracts, and employee documentation.
- Implement HR policies and ensure they are communicated clearly to all employees.
- Maintain accurate HR records and employee files in line with company and legal requirements.

Recruitment & Onboarding:

- Coordinate recruitment activities, including job postings, interviews, and selection.
- Conduct reference checks and prepare offer letters and employment contracts.
- Manage onboarding programs to ensure smooth integration of new employees.

Employee Relations:

- Support a positive work environment by resolving employee concerns promptly.
- Assist in handling disciplinary actions and ensure fairness and compliance with company standards.
- Conduct exit interviews and analyze turnover trends.

Training & Development:

- Identify training needs in collaboration with department heads.
- Arrange internal and external training sessions to support employee growth.
- Track training attendance and evaluate program effectiveness.

Payroll & Compensation Support:

- Coordinate with Finance for monthly payroll processing, ensuring accuracy in attendance and overtime records.
- Maintain updated information on salaries, deductions, and social insurance.
- Monitor attendance and leave balances through the HR system.

Legal Compliance:

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

Partners & Culture Director \
General Manager

Job Location

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

Date posted

November 4, 2025

- Ensure full compliance with Egyptian labor laws and social insurance regulations.
- Prepare documentation for inspections by government authorities.
- Keep management updated on changes in employment legislation.

Health, Safety & Employee Wellness:

- Support initiatives related to workplace wellness and safety.
- Collaborate with the Zen Wellness team to promote healthy lifestyle programs.

Key Competencies:

- Excellent communication and interpersonal skills.
- Strong understanding of Egyptian labor law.
- Organizational and administrative efficiency.
- Problem-solving and conflict-resolution ability.
- High integrity and confidentiality.

Qualifications & Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of 5–7 years of HR experience in the hospitality industry.
- Proven record of managing HR operations in a resort or hotel environment.
- Proficient in HR software systems and Microsoft Office