

Accor professions guide: human resources manager (m/f)



The job in a few points...

Apply the human resources management policy set by managers in terms of recruitment, integration, training, mobility, career management ...

Inform employees about the human resources in the company

Supervise and participate in personnel administration

Adapt and anticipate the needs of the business

Organize social dialogue

Apply online for Human Resources Manager positions

This job is doing...

In the most of upscale hotels and in the headquarters of the group in the world.



Testimony of Cindy Balard, Human Resources Manager, Novotel Paris Montparnasse

*"With a **Masters in Social Welfare Law**, I joined Accor in 2005 as a **trainee in the Group's Central Human Resources team**. For my first mission I was a Jurist working on employee savings and employee shareholding projects.*

*Early 2009, I wanted to change, to acquire new HR skills and discover a more operational side of my profession. I am now **Human Resources Manager at the Novotel Paris Montparnasse (Paris)**.*

*My job involves **individual working relations** (recruitment and integration of new employees, work contracts, career management, disciplinary law, pay and declarations), **collective working relations** (employee representatives meetings / Health and Safety Committee), the **yearly training programme** and the hotel's **communication** (monthly internal Newsletter ...).*

*I also act as a **legal and administrative advisor** for the General Manager, Department managers and employees.*

*I love this job because of the **wide range of tasks**, no two days are ever the same, I have to adapt constantly to the hotel's activity.*

*I love the **contact** with the employees and department managers that come to me at all hours of the day with questions about their pay slip, training, welfare rights...*

*I have a **management position**, I am part of the hotel's management committee, and am involved in decisions concerning the hotel.*

*As a department manager, I also have to take my turn as duty manager on weekends; I sometimes have to deliver room service, clear or set tables... I like **experiencing the operational positions** in the hotel."*

Personality | Activities | Progression | Qualification/experience

Good interpersonal skills

Good listening skills

Good negotiation skills

Diplomacy

Availability and Reactivity

Analytical mind

Thorough and well organised

Ability to anticipate

Good writing skills

Discretion

Ensure compliance with legal obligations by applying the rules on labour law

Seek to improve conditions and work organization.

Maintain relations with the social partners (unions, works councils, etc).

Anticipate the needs of the company in terms of skills.

Adapt Human Resources to the economic environment of the enterprise.

Align the strategy defined at the headquarters in terms of management and workforce development.

Develop skills.

Follow all major projects conducted by its teams, giving them the tools and methodological support.

Follow the administrative situations of the employees (leave, contracts, payroll, sickness, training, etc.).

Director of Human Resources

International mobility

Degree in Human Resources and professional experiences

Good Knowledge in labour laws

National language and English

Excellent IT skills