



Director Of Human Resources

- **Vacancy for:** 1
- **Posted on:** July 11, 2018
- **Deadline:** July 20, 2018, 6 p.m.

Requirements:

- Degree in Business Administration or Hotel/Tourism Management or related business, legal education
- minimum 3 years 's work experience as Director of HR or HR Manager in a service operation
- Proficient knowledge of local labor law and strong negotiation skills
- Clear decision making capabilities administrative experience along with interpersonal skills supporting team work

Hyatt Regency Kathmandu
HUMAN CARE, HUMAN SPIRIT

We are looking for highly motivated, self-driven and results-oriented personnel with excellent interpersonal, customer service, and communication (English & Nepali) skills, as well as an outgoing personality, for the positions listed below.

The candidates will be responsible for assisting in the efficient and smooth operation in the areas concerned, in line with Hyatt Hotels Corporation's strategies and brand standards. The successful applicant will be required to ensure an excellent and consistent service to customers, while meeting the expectations of associates, guests and owners.

- DIRECTOR OF HUMAN RESOURCES**
 - Degree in Business Administration or Hotel/Tourism Management or related business, legal education.
 - Minimum three years' work experience as Director of HR or HR Manager in a service operation.
 - Proficient knowledge of local labor law and strong negotiation skills.
 - Clear decision making capabilities, administrative experience along with interpersonal skills supporting team work.
 - Driven to deliver a positive experience.
- STEWARDESS MANAGER**
 - Identify with a relevant degree or diploma in Hospitality or Tourism Management.
 - Minimum two years' work experience as Stewardess Manager or Assistant Manager in a hotel or large restaurant with good standards.
 - Comprehensive knowledge of kitchen hygiene practices, occupational health and safety standards and an international work experience shall be advantageous.
 - Clear decision making capabilities, administrative experience along with interpersonal skills supporting team work.
- ASSISTANT MANAGER-FRONT OFFICE**
 - Bachelor's degree in Hospitality or Tourism Management.
 - Minimum two years' work experience in similar job preferably in similar size hotel.
 - Advanced computer literacy with system knowledge of OPERA and RESERVE are essential.
 - Clear decision making capabilities, administrative experience along with interpersonal skills supporting team work.
 - Fluency in English is compulsory whereas other international language skills shall be advantageous.
- SOUS CHEF - ASIAN/ EUROPEAN/ GARDE MANGER**
 - Bachelor's degree in Hotel Management with Asian, European, garde manger specialization.
 - Minimum two years' work experience as a Sous Chef in a hotel. Good knowledge about Chinese, Buffet restaurant.
 - Comprehensive knowledge of kitchen hygiene practices, occupational health and safety standards and an international work experience shall be advantageous.
 - Basic Computer Skills in MS Office and Recipe Maintenance System are preferred.
 - Candidates with good practical, operational and adequate administrative skills, and a flair for creativity, are a must.
- CHEF SECRETARY CUM MICROBIOLOGIST**
 - Bachelor's degree or equivalent preferably in Microbiology.
 - Proficiency in handling the Overall Quality Aspects, Food Safety Trainings, Product, Supplier Selection, Internal Audits, and Projects handling. Expertise in Quality & Food Safety Systems.
 - Successful candidate will require also to support Executive Chef in daily operations.
 - Minimum one year work experience in similar job is preferred.
 - Good operational, administrative, interpersonal skills and fluency in English is compulsory.
- SALES COORDINATOR**
 - Bachelor's degree or equivalent preferably in Hospitality or Tourism Management.
 - Professional operational customer completion is essential.
 - Advanced computer literacy (Inclusive of MS office & Photo Processor) is essential.
 - Minimum one year work experience in a related field is preferred.
 - Good operational, administrative, interpersonal skills and fluency in English are a must.
- WAITER**
 - Bachelor's degree in Hospitality Management.
 - Minimum two years' work experience in hotel operations.
 - Fluency in English is compulsory whereas other international language skills shall be advantageous.

Applications are invited from Nepalese citizens to incorporate curriculum vitae, a photocopy of citizenship with relevant documents (including name & contact details of three referees) and a recent passport-size photograph by Friday, 20 July 2018 before 6:00 pm of the day. Salaries and benefits will be in line with the Hotel policy. Only short-listed candidates will be invited for tests/interviews.

Applicants applied for any positions in the last 3 months are advised not to apply. Telephonic queries will not be entertained. Management reserves the right even to cancel the whole acquisition process without mentioning whatsoever reasons to the all concerned.

If you are interested, please send your application to:
Human Resources Division
Hyatt Regency Kathmandu
Dangra, Boudha, Kathmandu, Nepal
E-MAIL: hr.kathmandu@hyatt.com

HYATT
REGENCY

Applying Procedure

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Human Resources Division

Hyatt Regency Kathmandu

Taragaon,Boudha ,Kathmandu,Nepal

Email : hr.kathmandur@hyatt.com

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